

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

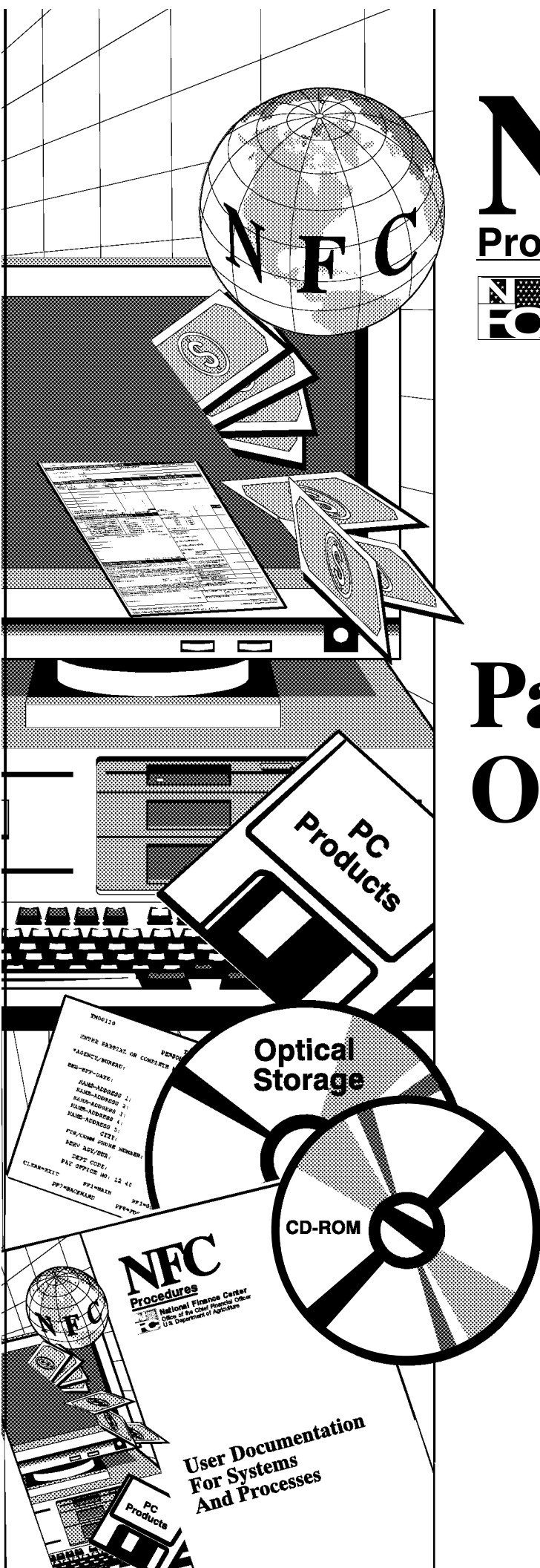
February 2009

Payroll/Personnel Output

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 5
Payroll/Personnel Output



Latest Update Information

PPO Bulletin 09–1, Personal Benefits Statement, dated February 13, 2009, was issued to provide information regarding the employees annual notification of compensation and benefits.

Listed below are changes to the Payroll/Personnel Manual Reports procedure:

| Description of Change | Page |
|--|------|
| Who will not receive the statement | 201 |
| Block 70 TSP Annuity Interest Rate Index | 208 |
| Block 96 Additional Amount | 217 |

Changes are identified by “▶◀”. Deletions in the text are identified by a “★★”.

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| 1–148 (<i>Payroll/Personnel Reports: For individual report titles and page numbers, see Alphabetical List Of Payroll/Personnel Reports</i>) | 17 |

(reserved)

About This Procedure

This procedure provides lists and illustrations of external payroll/personnel reports and forms generated by the Payroll/Personnel System. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

Overview describes what the procedure is used for and provides related background information.

The **Exhibit** section includes an illustration and a brief description of each form and report.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure after January 1, 1998, will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

- Emphasized text within a paragraph is printed in **bold**. Example: **DISPATCH**, used to mail reports.
- Figure and exhibit references link figures and exhibits with the text. These references are printed in a bold font as shown here. Example: Each system-generated report has a banner cover sheet (**Figure 2**). It shows the address, maildrop number, and bundle ID.
- References to sections within the procedure are printed in bold as shown here. Example: See **Requesting Reissuance of a Missing Report**.

Who To Contact For Help

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

For questions about payroll/personnel policies and regulations, contact your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For general questions about Payroll/Personnel reports, contact Information Center personnel at **504-255-5230**.

(reserved)

Overview

The Payroll/Personnel Output procedure lists, illustrates, and describes external payroll/personnel reports and forms. The reports and forms are generated by the Payroll/Personnel System on a recurring or as requested basis. These reports are produced from information stored in the Payroll/Personnel System data base, which stores current and historical employee data relating to pay, leave, employment status, organizational structure, position, etc. This information is used in personnel management and statistical analysis and serves as a daily aid in personnel operations.

This procedure contains an illustration of each report accompanied by a brief summary of its contents and significant characteristics. A sample report (**Figure 1**) and brief description of each significant characteristic follows. **Note:** All illustrations have been altered to change employee names and social security numbers in accordance with the Privacy Act Statement.

Report Number. Used to identify the system or job from which the report is generated. Example: PAYE5101, generated from the Payroll Processing System (PAYE).

Brief Description. Used to give an explanation and purpose of the report. Example: Provides the number of cash awards for invention, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Production Frequency. Used to indicate the availability of the report by pay period, month, quarter, and/or year. Example: Quarterly (SF-113 cutoff).

Primary Sequence. Used to identify the level by which the entire report is organized. Example: Department, agency, geographic location, employment group.

Sequence Of Data. Used to identify the order by which the data on the report is arranged. Example: PATCO category, pay plan.

Other Sources For This Report. Used to identify other means through which the report is available. Example: Payroll/Personnel Report Generator System (CULPRPT), Remote Forms Queuing System (RFQS), etc.

Available Media. Used to identify the different types of media by which the report is available. Available types of media are:

Hard Copy. A paper copy of the report.

Microfiche. A copy of the report on microfiche.

Microfilm. A copy of the report on microfilm.

Printer. The designated printer the report is routed to.

CD-ROM. A copy of the report on Compaq Disc Read Only Memory. NFC will contact requestor for further information.

Online Viewing.

Dispatch – For NFC Use Only;

EIDS–Electronic Information Distribution System– An automatic legacy enterprise-wide report management system which provides end-users with the capture, storage, on-line retrieval, CD-ROM production, remote printing and print-on-demand, and distribution of legacy reporting. Control-D will replace this media in the near future;

Control–D– A report management system. A report management system that allows online access to systems reports. This media will replace EIDS in the near future.

Available Distribution Levels. Used to identify the different levels by which the report is available for distribution. Example: Department, agency, organizational structure to the 4th level.

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| | | | | | | | | | | | | | |
|---------------------|-----------|----------|-------|--|-------|--------------------------------|----------|-------------------------|------------|--------|-------------|--------|--|
| DN-714-14 AARU4002 | | FYXX | | CASH AWARDS FOR INVENTION BY PATCO & PAY LEVEL | | | | | | | | | |
| RUN DATE XX/XX/XX | | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | |
| AS OF DATE XX/XX/XX | | | | DEPT AG | | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | |
| | | | | AGCY 01 | | OFFICE OF THE SECRETARY | | | | | | | |
| PAT | | TOTAL | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ | | AM. INDIAN/ | | |
| CO | PAY LEVEL | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | |
| P | GS 09 | # 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 0 | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | \$ 400 | 0 | 200 | 0 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 0 | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS 10 | # 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | \$ 800 | 0 | 400 | 0 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 0 | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS 12 | 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | 6,000 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS/GM 13 | # 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 0 | 100.0 | 0 | 100.0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | \$ 1,000 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | | | | | |

Figure 1. Sample Report (example is Cash Awards For Invention by PATCO & Pay Level)

An alphabetical list of the illustrated reports is provided for quick reference. The list provides the title of the report, the report number, the production frequency, the exhibit number, available media, and the reporting levels.

To formulate the payroll/personnel reports, information is collected from numerous payroll/personnel forms for employees who are payrolled by NFC. Agencies enter employee data into the Payroll/ Personnel Remote Entry System (PRES) and the Personnel Action Processing System (PACT). Data is also obtained from other areas of the Payroll/Personnel data base, i.e., the Position Management System (PMSO).

EEO program directors have the ultimate responsibility for safeguarding and monitoring agency minority employment data for their agencies. They are also accountable for ensuring that agency officials with authorized access to this data for EEO purposes are aware of the Privacy Act and security provisions. The data collected and shown on the output reports is used for statistical reporting, and does not identify individual employees by name or other means.

Forms, control listings, and notification listings are also available through the Remote Forms Queuing System (RFQS). RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System data base to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites. For more information about accessing RFQS and requesting forms and reports, see Title I, Chapter 20, Section 2, Remote Forms Queuing System (RFQS).

If additional system-generated reports are developed, information about these reports will be forwarded as a bulletin to this procedure.

Reporting

Reports identified in this procedure are system generated and available to the agencies.

Agencies are required to inform NFC of any changes to their (1) organizational breakout needs, i.e., levels of reporting required, (2) destination needs, i.e., distribution list, (3) output type needs, i.e., hard copy, microfilm, microfiche, electronic transmission, CD ROM and (4) required number of copies.

When requesting changes in report distribution, use the following instructions.

Request for a Change to a Report Distribution. To add, change, or delete a report or the distribution information for a report, use one of the following methods:

To request a change by mail, complete Form AD-963, Request To Order/Update Reports (**Figure X**), and return it to:

USDA/NFC
Attn: Scheduling Section
P.O. Box 60000
New Orleans, LA 70160-0001
FAX To: (504) 255-4385

The Scheduling Section will coordinate requests to ensure your address information is routed to the NFC organization responsible for updating.

Form AD-963 can be used to update addresses for agency offices that are receiving any reports from NFC.

Form AD-963 consolidates the information needed for any address change and has completion instructions on

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the reverse of the form. Please follow these instructions to ensure proper completion of the form. Also, when changing/deleting an address, it is important to identify any number or acronym that appears on the current mailing label. This information will help Scheduling to pinpoint address sources and ensure accurate updates. To order copies of the form, submit a completed Form AD-14, Request for Supplies, Forms, and/or Publications, to:

Beltsville Service Center (BSC)
6351 Amendable Road
Beltsville, MD 20705
(301) 394-0400
www.nfc.usda.gov

To FAX a change request, send Form AD-963 to Scheduling at FAX number **504-255-4385**.

Request for Development/Modification of a Report.

A request to develop a new report or modify an existing report should be directed through the appropriate agency personnel. After agency approval, submit a sample of the new or modified report with instructions to:

USDA, Office of Personnel
Automated Personnel Systems Division
Room 341W, Administration Building
Washington, DC 20250

Request for Reissuance of a Missing Report. To request reissuance of a missing report, users should contact the Operations Branch, Computer Scheduling Section at **504-255-5318**.

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| REQUEST FOR ACTION FOR PROCEDURES/REPORTS (For adding, changing, or deleting addresses for distribution of procedures/reports) | | | | | | | | | | | |
|--|--|--|---|--|--|---|-----------------------|---------------------------|----------------------------------|----------------------|---|
| A. IDENTIFICATION (Complete this section for all requests) | | | | | | | | | | | |
| FAX TO: (504) 255-4367 MAIL TO: USDA, NATIONAL FINANCE CENTER ATTN.: DAB (Directives and Analysis Branch) PO BOX 60,000 NEW ORLEANS, LA 70160-0001 | | | | | 1. CONTACT NAME (Name of person completing this form) | | | | | | |
| | | | | | 2. CONTACT TELEPHONE NUMBER (Area code and number) | | | | | | |
| B. PROCEDURES ACTION (Check appropriate block(s)) | | | | | | | | | | | |
| Order procedure(s) and add address to distribution list (Complete Sections A, B, D, & E) | | | | | Add procedure(s) to an existing address on the distribution list (Complete Sections A, B, D, & E) | | | | | | |
| Order PC procedure(s)/software and add address to distribution list (Complete Sections A, B, D, & E) | | | | | Change number of copies of procedure(s) (Complete Sections A, B, D, & E) | | | | | | |
| Order procedure(s)/software (as needed for training) DO NOT ADD ADDRESS TO DISTRIBUTION LIST (Complete Sections A, B, D, & E) | | | | | Discontinue procedure(s) (Complete Sections A, B, D, & E) | | | | | | |
| Change address for procedures (Complete Sections A, D, & E) | | | | | Delete address and all procedure(s) (Complete Sections A, D, & E) | | | | | | |
| ORDERING PROCEDURE(S)/BULLETIN(S)/SOFTWARE | | | | | | | | | | | |
| 3. NAME OF PROCEDURE | | | | 4. TITLE NUMBER | 5. CHAPTER NUMBER | 6. SECTION NUMBER | 7. SUB-SECTION NUMBER | 8. BULLETIN NUMBER | 9. DISKETTE SIZE FOR PC SOFTWARE | 10. NUMBER OF COPIES | 11. INVENTORY CONTROL NUMBER (FOR NFC USE ONLY) |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| To order additional procedures, please fill out Form AD-1083A, Continuation Sheet for Ordering Procedures. | | | | | 12. CONTROL NUMBER (FOR NFC USE ONLY) | | | | | | |
| C. REPORTS ACTION (Check appropriate block(s)) | | | | | | | | | | | |
| Order report(s) (Complete Sections A, C, D, & E) | | | | | Change level(s) or distribution control (See Block 19) (Complete Sections A, C, D, & E) | | | | | | |
| Change an address for reports (Complete Sections A, C, D, & E) | | | | | Discontinue report(s) (Complete Sections A, C, D, & E) | | | | | | |
| Change report media (See Block 18) (Complete Sections A, C, D, & E) | | | | | Change number of copies of reports (See Block 18) (Complete Sections A, C, D, & E) | | | | | | |
| ORDERING REPORTS | | | | | | | | | | | |
| 13. MAILDROP NUMBER (Top number on banner page) | | | | 14. BUNDLE ID (2nd number on banner page) | | | | 15. REPORT/JOB SET NUMBER | | | |
| 16. REPORT TITLE | | | | 17. DISTRIBUTION CONTROL | | | | | | | |
| 18. MEDIA (Check one or more and indicate the number of copies) | <input type="checkbox"/> NFC PRODUCED HARDCOPY # OF COPIES ▶ | <input type="checkbox"/> MICROFICHE # OF COPIES ▶ | <input type="checkbox"/> MICROFILM # OF COPIES ▶ | 19. REPORTING LEVELS (Check one or more) | | <input type="checkbox"/> DEPARTMENT <input type="checkbox"/> AGENCY <input type="checkbox"/> POI <input type="checkbox"/> CONTACT POINT | | | | | |
| | <input type="checkbox"/> ELECTRONIC TRANSMISSION NODE _____ | /REMOTE DESTINATION (or printer ID) | | <input type="checkbox"/> 2ND LEVEL ORG <input type="checkbox"/> 3RD LEVEL ORG <input type="checkbox"/> 4TH LEVEL ORG | | | | | | | |
| D. ADDRESS DATA (Complete this section for all requests) | | | | | | | | | | | |
| 20. ADDRESS KEY CODE (As shown in the upper left corner of the mailing label) | | | | | | | | | | | |
| CURRENT OR OLD ADDRESS | | | | | NEW ADDRESS | | | | | | |
| 21. NAME | | | | | 21. NAME | | | | | | |
| 22. AGENCY NAME | | | | 23. AGENCY CODE | 22. AGENCY NAME | | | | 23. AGENCY CODE | | |
| 24. AGENCY STREET ADDRESS | | | | | 24. AGENCY STREET ADDRESS | | | | | | |
| 25. CITY | 26. STATE | 27. ZIP CODE 5-4 | | 25. CITY | 26. STATE | 27. ZIP CODE 5-4 | | | | | |
| 28. AGENCY TELEPHONE NUMBER (Area Code and Number) | | | 29. E-MAIL ADDRESS | | 28. AGENCY TELEPHONE NUMBER (Area Code and Number) | | | 29. E-MAIL ADDRESS | | | |
| E. AUTHORIZATION (Complete this section for all requests) | | | | | | | | | | | |
| 30. AUTHORIZED SIGNATURE AND TITLE | | | | | 31. TELEPHONE NUMBER (Area code and number) | | | 32. DATE | | | |

FORM AD-1083 (Revised 2/99)

Figure 2. Address/Report Information Input

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Each system-generated report has a banner cover sheet (**Figure 3**). It shows the address, maildrop number, and bundle ID. When submitting any of the requests, you **must** reference the following items:

1 Maildrop Number: Printed across the top of the banner cover sheet (e.g., 90195011).

2 Bundle ID: Printed under the maildrop number on the banner cover sheet (e.g., PT0S5130).

Note: If the identification information for various report requests is the same, you only have to complete one Form AD-963 and attach a list of the maildrop numbers and bundle ID's for each report.

| | | | | | | | | |
|---|---|--|--|---|--|--|---|--|
| 1 | 9999999999 9999999999 99 99 99 99 99 99 9999999999 9999999999 99 99 99 99 9999999999 9999999999 | 00000000 00000000 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00000000 00000000 | 11 111 1111 11 11 11 11 11 11 11 1111111111 1111111111 | 9999999999 9999999999 99 99 99 99 99 99 9999999999 9999999999 99 99 99 99 9999999999 9999999999 | 5555555555 5555555555 55 55 55 5555555555 5555555555 55 55 5555555555 5555555555 | 00000000 00000000 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00000000 00000000 | 11 111 1111 11 11 11 11 11 11 11 1111111111 1111111111 | 11 111 1111 11 11 11 11 11 11 11 1111111111 1111111111 |
| 2 | PPPPPPPPPP PPPPPPPPPP PP PP PP PP PP PP PPPPPPPPPP PPPPPPPPPP PP PP PP PP PP | TTTTTTTTTT TTTTTTTTTT TT TT TT TT TT TT TT TT TT TT TT | 00000000 00000000 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00000000 00000000 | SSSSSSSS SSSSSSSS SS SS SS SS SSSSSSSS SSSSSSSS SS SS SS SS SS | 5555555555 5555555555 55 55 55 5555555555 5555555555 55 55 55 55 55 | 11 111 1111 11 11 11 11 11 11 11 1111111111 1111111111 | 3333333333 3333333333 33 33 33 33 33 33 3333 3333 33 33 33 3333333333 3333333333 | 00000000 00000000 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00000000 00000000 |
| INFORMATION RESOURCE MANAGEMENT DIVISION OPERATIONS BRANCH SCHEDULING SECTION JOHN SMITH | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |
| * START MAIL DROP 90195011 BUNDLE ID PT0S5130 94551 8:34:35 SYSA CHANGES? - ANNOTATE & RETURN TO NFC ASAP | | | | | | | | |

Figure 3. Banner Cover Sheet

Alphabetical List of Payroll/Personnel Reports

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| Alphabetical List Of Payroll/Personnel Reports <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|--|----------------------|---------------------------|----------------|---|--|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored</u> | AECO3901 | Annual (P/P 18) | 1 | Hard copy, electronic transmission | Contact point |
| <u>Annual Recruitment And Relocation Report</u> | SRPR4302 | Annual (SF–113 Cutoff) | 2 | Hard copy, electronic transmission | Department, agency, POI |
| <u>Annual Report Of Employees Receiving Retention Allowance</u> | AECO7202 | Annual (SF–113 Cutoff) | 3 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| <u>Annual Report Of Grade And Pay Retention</u> | SRPR2502 | Annual (Calendar Year) | 4 | Hard copy, electronic transmission | Department, agency, POI |
| <u>Annual Report Of Leave Usage For Leave Year 19XX</u> | PREP6102 | Annual (Leave Year) | 5 | Hard copy, electronic transmission | Department, agency, POI |
| <u>Annual Report Of Within Grade Increase By Race And Sex</u> | ADAM4102 | Annual (Fiscal Year) | 6 | Hard copy, electronic transmission, microfiche | Department, agency, POI, organizational structure to the 5 th level |
| <u>Annual Report Of Within-Grade Increase By Series And Grade</u> | ADAM4104 | Annual (Fiscal Year) | 7 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Annual Summary Of Activity Under Merit Promotion Procedures</u> | SRPR0704 | Annual (Calendar Year) | 8 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| <u>Annual Summary Of Penalty Type Actions</u> | SRPR1702 | Annual (Calendar Year) | 9 | Hard copy, electronic transmission | Department, agency |
| <u>Annual Time Off Award Report – Prior And Current Years</u> | SRPR4502 | Annual (Leave Year) | 10 | Hard copy, electronic transmission | Department, agency, POI |
| <u>Cash Awards For Invention By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 11 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |

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| Alphabetical List Of Payroll/Personnel Reports (cont'd) <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|---|----------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Cash Awards For Invention By PATCO, Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 12 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Performance By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 13 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Performance By PATCO, Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 14 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Special Act Or Service By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 15 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Special Act Or Service By PATCO Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 16 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Suggestions By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 17 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Cash Awards For Suggestions By PATCO, Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 18 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Certification For Within-Grade Increase</u> | CD–416 | Pay Period | 19 | Hard copy, electronic transmission | POI |
| <u>Change In Work Force EEO Profile By PATCO</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 20 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Change In Work Force EEO Profile By Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 21 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |

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| Alphabetical List Of Payroll/Personnel Reports <i>(cont'd)</i> <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|--|----------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Change In Work Force EEO Profile By Series With 50 Or More</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 22 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees</u> | AECO36T7 | Pay Period | 23 | Hard copy, electronic transmission | POI |
| <u>Classified Employee Within-Grade Increase Four Week Notification For F/T And P/T Employees</u> | AECO36U4 | Pay Period | 24 | Hard copy, electronic transmission | POI |
| <u>Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees</u> | AECO36S1 | Pay Period | 25 | Hard copy, electronic transmission | POI |
| <u>Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees</u> | AECO36S2 | Pay Period | 26 | Hard copy, electronic transmission | POI |
| <u>Compensatory Time For Religious Observance</u> | PAYE6102 | Pay Period | 27 | Hard copy, electronic transmission | POI |
| <u>Competitive Promotions By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 28 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Competitive Promotions By PATCO, Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 29 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Control List For Supervisory/Managerial Probationary Forms</u> | AECO8301 | Pay Period | 30 | Hard copy, electronic transmission | POI |
| <u>Control List For Supervisory/Managerial Probationary Period Report Forms</u> | AECO36T3 | Pay Period | 31 | Hard copy, electronic transmission | POI |

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| Alphabetical List Of Payroll/Personnel Reports <i>(cont'd)</i> <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|--|----------------------|---------------------------|----------------|---|--|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees</u> | AECO36T8 | Pay Period | 32 | Hard copy, electronic transmission | POI |
| <u>Conversion To Career Tenure Four Week Notification</u> | AECO37U8 | Pay Period | 33 | Hard copy, electronic transmission | POI |
| <u>Cumulative Gains & Losses By Occupational Series</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 34 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Cumulative Gains & Losses Summary</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 35 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Data For Preparation Of Semi-Annual Bond Report</u> | PAYE4704 | Semiannual (Fiscal Year) | 36 | Hard copy, electronic transmission | Department, agency |
| <u>Defacto Employment</u> | DEFACTO EMPLOYMENT | Pay Period | 37 | Hard copy, electronic transmission | Contact Point, Department, Agency, Organizational structure to the 2 nd level |
| <u>Detail In Support Of 113–A</u> | EMPR3101 | Monthly | 38 | Hard copy, electronic transmission | Prepared to lowest level of SF–113–A report distribution as requested by the Agency |
| <u>Detail Quarterly Accession Report</u> | ADAM4204 | Quarterly (SF–113 Cutoff) | 39 | Hard copy, electronic transmission | Department, agency |
| <u>Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency</u> | ADAM3002 | Semiannual (Fiscal Year) | 40 | Hard copy, electronic transmission | Department, agency |
| <u>Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority</u> | ADAM3001 | Semiannual (Fiscal Year) | 41 | Hard copy, electronic transmission | Department |

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| Alphabetical List Of Payroll/Personnel Reports <i>(cont'd)</i> <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|--|----------------------|---------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Earnings Separated By Duty Station And Residence</u> | PAYE7703 | Annual (Fiscal Year) | 42 | Hard copy, electronic transmission | Contact Point |
| <u>EEO Groups with Underrep Indices & No. Needed To Reach Parity By PATCO & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 43 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO, Series & Pay Level</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 44 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Employees Approaching Expiration Of Detail Assignment</u> | AECO37U1 | Pay Period | 45 | Hard copy, electronic transmission | POI |
| <u>Employees Approaching Expiration Of Grade Retention</u> | AECO37T9 | Pay Period | 46 | Hard copy, electronic transmission | POI |
| <u>Employees Approaching Expiration Of Limited Appointment – Temporary</u> | AECO37T1 | Pay Period | 47 | Hard copy, electronic transmission | POI |
| <u>Employees Approaching Expiration Of Temporary Promotion</u> | AECO37U2 | Pay Period | 48 | Hard copy, electronic transmission | POI |
| <u>Employees Reassigned Because Of RIF</u> | SRPR2102 (Report 2) | Monthly (SF–113 Cutoff) | 49 | Hard copy, electronic transmission | Department, agency |
| <u>Employees Reduced In Grade Because Of RIF</u> | SRPR2102 (Report 3) | Monthly (SF–113 Cutoff) | 50 | Hard copy, electronic transmission | Department, agency |
| <u>Employees Separated Because Of RIF</u> | SRPR2102 (Report 1) | Monthly (SF–113 Cutoff) | 51 | Hard copy, electronic transmission | Department, agency |
| <u>Employees With Dual Appointments</u> | BEAR7071 | Pay Period | 52 | Hard copy, electronic transmission | Agency |
| <u>Employment & Goals Report By Occupational Series</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 53 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |

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|--|----------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Employment & Goals Summary</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 54 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Employment And % Of Representation Of Most- Populous PATCO Series</u> | EEOT4002 | Quarterly (SF–113 Cutoff) | 55 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Error Analysis By Contact Point</u> | TIME 3201 | Pay Period | 56 | Hard copy, electronic transmission | Contact Point, POI |
| <u>Error Analysis By Personnel Office Identifier</u> | TIME 3202 | Pay Period | 57 | Hard copy, electronic transmission | POI |
| <u>Federal Wage System WGI Status Eight Week Notification</u> | AECO37U3 | Pay Period | 58 | Hard copy, electronic transmission | POI |
| <u>Grade Distribution Report By Occupational Series</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 59 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Grade Distribution Summary</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 60 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Health Insurance</u> | PACS452–1 | Pay Period | 61 | Hard copy, electronic transmission | Agency |
| <u>Individual Retirement Record – Civil Service Retirement System (CSRS)</u> | SF–2806 | Pay Period | 62 | Hard copy, electronic transmission, microfiche | Agency (upon request) |
| <u>Individual Retirement Record – Federal Employees Retirement System (FERS)</u> | SF–3100A | Pay Period | 63 | Hard copy, electronic transmission, microfiche | Agency (upon request) |
| <u>Interim Performance Evaluation</u> | Memorandum | Pay Period | 64 | Hard copy, electronic transmission | POI |

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|--|----------------------|---------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Internal Movement Goal Accomplishments By PATCO | AARU4002 | Quarterly (SF–113 Cutoff) | 65 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Internal Movement Goal Accomplishments By Series With 50 Or More | AARU4002 | Quarterly (SF–113 Cutoff) | 66 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Involuntary Separations By PATCO & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 67 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Involuntary Separations By PATCO, Series & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 68 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Leave Error Report | TIME4004 | Odd-Numbered Pay Periods | 69 | Hard copy, electronic transmission | Contact Point |
| Life Insurance | PACS458–3 | Pay Period | 70 | Hard copy, electronic transmission, microfiche | Agency |
| List Of Covered Employees | PACS452–2 | Pay Period | 71 | Hard copy, electronic transmission, microfiche | Agency |
| List Of Employees Covered Under Option X | PACS458–2 | Pay Period | 72 | Hard copy, electronic transmission, microfiche | Agency |
| Listing Of Employees On LWOP Pending OWCP For 3 Or More Months | BEAR8502 | Pay Period | 73 | Hard copy, electronic transmission | POI |
| Listing Of Employees With Change In Union Dues | BEAR9203 | Pay Period | 74 | Hard copy, electronic transmission | POI |
| Listing Of Salary Data For Sched No XXXXXX | PAYE3313 | Pay Period | 75 | Hard copy, electronic transmission | POI |

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|--|-------------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Monthly Report Of Federal Civilian Employment | EMPR127–1 (SF–113–A) | Monthly | 76 | Hard copy, electronic transmission, microfiche | Department, agency, POI, organizational structure |
| Monthly Report Of Full-Time Equivalent/ Work-Year Civilian Employment | EMPR123–1 (SF–113–G) | Monthly | 77 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure |
| Monthly Report Of Senior Community Service Program Enrollees | BEAR7074 | Monthly | 78 | Hard copy, electronic transmission | Agency |
| Non Competitive Promotions By PATCO, Series & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 79 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Non Competitive Promotions By PATCO & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 80 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Notification Of Adjustment To Longevity Date | AECO37U7 | Pay Period | 81 | Hard copy, electronic transmission | POI |
| Notification Of Change In Earned Annual Leave Status | BEAR2001 | Pay Period | 82 | Hard copy, electronic transmission | Contact Point |
| Notification Of Change (NOC) Suspense Report | PINE5801 | Daily | 83 | Hard copy | POI |
| Notification Of Employees In Non-Pay Status With Expired NTE Dates | AECO37T5 | Pay Period | 84 | Hard copy, electronic transmission | POI |
| Notification Of Expiration Of Probationary Or Trial Period | AECO36T2 | Pay Period | 85 | Hard copy, electronic transmission | POI |
| Notification Of Longevity Percent Changes | AECO37U6 | Pay Period | 86 | Hard copy, electronic transmission | POI |
| Notification Of Personnel Action | SF–50–B | Pay Period | 87 | Hard copy, electronic transmission, microfiche | Organizational structure, POI |

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|--|----------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Notification Of Position To Be Inactivated</u> | AECO4604 (PMS 2) | Pay Period | 88 | Hard copy, electronic transmission | POI |
| <u>Notification Of WGI Overdue</u> | BEAR2002 | Pay Period | 89 | Hard copy, electronic transmission | POI |
| <u>Number Of Enrolled Employees</u> | PACS458–1 | Pay Period | 90 | Hard copy, electronic transmission | Insurance Carrier, copy sent to agency |
| <u>Numerical Objective Accomplishments By PATCO</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 91 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Numerical Objective Accomplishments By Series With 50 Or More</u> | AARU4002 | Quarterly (SF–113 Cutoff) | 92 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| <u>Occupational Series Summary – Average Grade</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 93 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Occupational Series Summary – % Of Representation</u> | EEOT3004 | Quarterly (SF–113 Cutoff) | 94 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 8 th level |
| <u>Pay Period Personnel Actions On Employees Required To File SF–278</u> | SRPT1902 | Pay Period | 95 | Hard copy, electronic transmission | Department, agency, organizational structure to the 4 th level |
| <u>Performance Appraisal</u> | AD–435 | Pay Period | 96 | Hard copy, electronic transmission | POI |
| <u>Performance Evaluation Eligibility For – Perm (Or Temp) – Employees</u> | AECO37U5 | Pay Period | 97 | Hard copy, electronic transmission | POI |
| <u>Permanent Workforce – Analysis Of Work Force:Federal Wage System</u> | CULP0117 | Annual (SF–113 Cutoff) | 98 | Hard copy | Department, agency, organizational structure to the 4 th level |

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|--|----------------------|------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Permanent Workforce – Analysis Of Workforce:Types Of Occupations | CULP0125 | Annual (SF–113 Cutoff) | 99 | Hard copy | Department, agency, organizational structure to the 4 th level |
| Permanent Workforce – Analysis Of Work Force:White Collar (GS, GM, SES and All Other) | CULP0113 | Annual (SF–113 Cutoff) | 100 | Hard Copy | Department, agency, organizational structure to the 4 th level |
| Personnel Notification Document | SI–650 | Pay Period | 101 | Hard Copy, electronic transmission | POI |
| Position NTE Date Approaching Expiration | AECO4604 (PMS 3) | Pay Period | 102 | Hard Copy, electronic transmission | POI |
| Position Organization Listing | POLS15XX | Pay Period | 103 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 8 th level |
| Premium Pay And Leave Report <i>(By Employee)</i> | PAYE8501 | Pay Period | 104 | Hard copy, electronic transmission | Contact Point |
| Premium Pay And Leave Report <i>(By Organizational Structure)</i> | PAYE8502 | Pay Period | 105 | Hard copy, electronic transmission | Contact Point |
| Probationary Or Trial Period Report | AD–507 | Even-Numbered Pay Periods | 106 | Hard copy, electronic transmission | POI |
| Projected Duties Follow-Up | AECO4602 (PMS 4) | Pay Period | 107 | Hard copy, electronic transmission | POI |
| Promotions And Career Development Programs | SRPR1304 | Annual (Fiscal Year) | 108 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Qtrly List Of Penalty Type Personnel Actions | SRPR1902 | Quarterly (Calendar Year) | 109 | Hard copy, electronic transmission | Department, agency |
| Quality Step Increases By PATCO & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 110 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |

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|---|----------------------|----------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Quality Step Increases By PATCO, Series & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 111 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Quarterly Accession Report | ADAM4202 (Dept) | Quarterly (SF–113 Cutoff) | 112 | Hard copy, electronic transmission | Department, agency |
| Quarterly Report Of Employees Required To File SF–278 | SRPT1702 | Quarterly (Calendar Year) | 113 | Hard copy, electronic transmission | Department, agency |
| Quarterly (Or Annual) Report Of Gains & Losses | AECO1604 or AECO1606 | Quarterly/Annual (SF–113 Cutoff) | 114 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Quarterly Report On Continuation Of Pay For OWCP | AECO2402 | Quarterly (Fiscal Year) | 115 | Hard copy, electronic transmission | Department, agency |
| Quarterly Report On RIF | SRPR2302 | Quarterly (Fiscal Year) | 116 | Hard copy, electronic transmission | Agency |
| Quarterly (Or Annual) Special Pay Report 1 | ADAM5002 | Quarterly/Annual (Fiscal Year) | 117 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| Quarterly (Or Annual) Special Pay Report 2 | ADAM5004 | Quarterly/Annual (Fiscal Year) | 118 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| Quarterly (Or Annual) Special Pay Report 3 | ADAM5006 | Quarterly/Annual (Fiscal Year) | 119 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| Quarterly Union Dues | BEAR7075 | Quarterly (Fiscal Year) | 120 | Hard copy, electronic transmission | POI |
| Questionable Union Dues | BEAR7073 | Even-Numbered Pay Periods | 121 | Hard copy, electronic transmission | POI |
| Record Of Documents Deleted Manually | ADJP0803 | Pay Period | 122 | Hard copy, electronic transmission | POI |

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| Alphabetical List Of Payroll/Personnel Reports <i>(cont'd)</i> <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|--|----------------------|---------------------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Record Of Leave Data | SF-1150 | Pay Period | 123 | Hard copy, electronic transmission | POI |
| Report Of Federal Employment And Wages For Three Months Period Ending (Month/Year) | PAYE4702 | Quarterly (Leave Year) | 124 | Hard copy, electronic transmission | Department |
| Report Of Leave And Development Of Leave Factors | PECO.F0302 | Annual (Leave Year) | 125 | Hard copy, electronic transmission | Agency |
| Report Of Retirements | AECO37T4 | Even-Numbered Pay Periods | 126 | Hard copy, electronic transmission | POI |
| Report Of TSP Separations For Pay Period XX | CULPTSPS | Pay Period | 127 | Hard copy, electronic transmission | Department agency |
| RIF'd Employees Covered By CSR & Eligible For Discontinued Service Retirement | SRPR3302 (Report 1) | Monthly (SF-113 Cutoff) | 128 | Hard copy, electronic transmission | Department |
| RIF'd Employees Covered By CSR & Not Eligible For Discontinued Service Retirement | SRPR3302 (Report 2) | Monthly (SF-113 Cutoff) | 129 | Hard copy, electronic transmission | Department |
| Section 912, U.S. Overseas Civilian Allowances | PAYE48A1 | Every 5 Years; 1998, 2003, 2008, etc. | 130 | Hard copy, electronic transmission, microfiche | Department |
| Semi-Annual Accounting Data | BEAR7077 | Semiannual (Fiscal Year) | 131 | Hard copy, electronic transmission | Agency |
| Semiannual Listing Of Separated Employees | SRPR1504 | Semiannual (Leave Year) | 132 | Hard copy, electronic transmission, microfiche | Department, agency |
| Semi-Annual (Or Annual) Minority Report | AECO1204 or AECO1206 | Semiannual/Annual (SF-113 Cutoff) | 133 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |

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|--|----------------------|--|----------------|---|--|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Semi-Annual (Or Annual) Report of Separations, CAO Promotions & Reassignments | ADAM0302 | Semiannual/Annual (Calendar Year) | 134 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| Semi-Annual (Or Annual) Report of Special Employment Programs | SRPR0904 | Semiannual/Annual (SF–113 Cutoff) | 135 | Hard copy, electronic transmission, microfiche | Department, agency, organizational structure to the 4 th level |
| Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap | SRPR0104 | Semiannual/Annual (Pay Periods 5 and 18) | 136 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Semi-Annual (Or Annual) Report On Cash Awards For Performance | AECO1208 or AECO1210 | Semiannual/Annual (SF–113 Cutoff) | 137 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| Semi-Annual (Or Annual) Report On Cash Awards For Suggestions | AECO1208 or AECO1210 | Semiannual/Annual (SF–113 Cutoff) | 138 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level, POI |
| Semi-Annual (Or Annual) Report On Quality Increases | AECO1208 or AECO1210 | Semiannual/Annual (SF–113 Cutoff) | 139 | Hard copy, electronic transmission, microfiche, microfilm | Department, agency, organizational structure to the 4 th level |
| SES Recertification Notification | AECO37V1 | Pay Period | 140 | Hard copy, electronic transmission | Agency |
| Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants | Form 1099 | Annual (Calendar Year) | 141 | Hard copy | N/A |
| Statement Of Earnings And Leave | AD–334 | Pay Period | 142 | Hard copy | N/A |
| Student Employment Report By Occupational Series | SRPR0502–A | Annual (Fiscal Year) | 143 | Hard copy, electronic transmission | Department |
| Student Employment Report Of Worksites By State | SRPR0502–B | Annual (Fiscal Year) | 144 | Hard copy, electronic transmission | Department |

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|--|----------------------|---------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| <u>Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities</u> | SRPR3704 | Annual (Fiscal Year) | 145 | Hard copy, electronic transmission, microfiche, microfilm | Agency, organizational structure to the 5 th level |
| <u>Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency</u> | ADAM3004 | Semiannual (Fiscal Year) | 146 | Hard copy, electronic transmission | Department, agency |
| <u>Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority</u> | ADAM3003 | Semiannual (Fiscal Year) | 147 | Hard copy, electronic transmission | Department |
| <u>Supervisory Or Managerial Probationary Period Report</u> | AD–773 | Pay Period | 148 | Hard copy, electronic transmission | Agency |
| <u>TAPER And Status Quo Employees Approaching Eligibility For Conversion to Career</u> | AECO37T6 | Pay Period | 149 | Hard copy, electronic transmission | POI |
| <u>Temporary Employees – FEHB Coverage Eligibility</u> | AECO37U4 | Pay Period | 150 | Hard copy, electronic transmission | POI |
| <u>Total Wage Employee Population</u> | BEAR9003 | Pay Period | 151 | Hard copy, electronic transmission | Agency |
| <u>Training Instances By PATCO & Pay Level</u> | TRAI5301 | Quarterly (SF–113 Cutoff) | 152 | Hard copy, electronic transmission, microfiche, microfilm | Agency, organizational structure to the 5 th level |
| <u>Training Instances By PATCO, Series & Pay Level</u> | TRAI5302 | Quarterly (SF–113 Cutoff) | 153 | Hard copy, electronic transmission, microfiche, microfilm | Agency, organizational structure to the 5 th level |
| <u>Vacancy Review Notice</u> | AECO4604 (PMS 1) | Pay Period | 154 | Hard copy, electronic transmission | POI |

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| Alphabetical List Of Payroll/Personnel Reports (cont'd) <i>(For descriptions and illustrations of these reports, see Exhibits 1–148.)</i> | | | | | |
|---|----------------------|---------------------------|----------------|---|---|
| Report Title | Report Number | Frequency | Exhibit | Media | Distribution Levels |
| Voluntary Separations By PATCO & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 155 | Hard copy, electronic transmission, microfiche, microfilm | Agency, organizational structure to the 4 th level |
| Voluntary Separations By PATCO, Series & Pay Level | AARU4002 | Quarterly (SF–113 Cutoff) | 156 | Hard copy, electronic transmission, microfiche, microfilm | Agency, organizational structure to the 4 th level |
| Wage And Tax Statement | Form W–2 | Annual (Calender Year) | 157 | Hard copy | N/A |
| Wage Employees Error Listing | BEAR9004 | Pay Period | 158 | Hard copy, electronic transmission | Agency |
| Within-Grade Increase Record | AD–658 | Pay Period | 159 | Hard copy | POI |
| Work Years And Personnel Cost Report Basic And Premium Work Years And Pay | OPM1351–A | Annual (Fiscal Year) | 160 | Hard copy, electronic transmission, microfiche | Department, agency |
| Work Years And Personnel Cost Report Cost Of Employees' Benefits | OPM1351–B | Annual (Fiscal Year) | 161 | Hard copy, electronic transmission, microfiche | Department, agency |
| Work Years And Personnel Cost Report Leave Earned And Used | OPM1351–C | Annual (Leave Year) | 162 | Hard copy, electronic transmission, microfiche | Department, agency |
| Your Personal Statement Of Benefits | None | Annual (Calender Year) | 163 | Hard copy | Employee residence address |
| 90-Day Notification For Recertification Of Retention Allowance | AECO37U9 | Pay Period | 164 | Hard copy, electronic transmission | POI |

(reserved)

Exhibits

Annual Leave Status Report Of Leave To Be Taken, Forfeited, Or Restored

Available Distribution Levels: Contact point

[illegible]

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Exhibit 2
Page 1

Annual Recruitment And Relocation Report

Report Number: SRPR4302

Primary Sequence: Department, agency, POI

Brief Description: Provides a 3-part report. **Part 1** lists employees receiving recruitment bonuses and other related data. **Part 2** lists employees receiving relocation bonuses and other related data. **Part 3** is a summary of both recruitment and relocation bonuses. This report contains sensitive data; use is restricted.

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Annual (SF-113 cutoff)

Available Distribution Levels: Department, agency, POI

| | | | | | | | | | | | | |
|--|-----------|------------|---|----------------|-------------|------------|----------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| XX/XX/XX SRPR4302 | | | ANNUAL RECRUITMENT AND RELOCATION REPORT – PART 1 RECRUITMENT BONUSES | | | | | | | PAGE 1 | | |
| REPORTING PERIOD: | | | | | | | | | | | | |
| FROM XX/XX/XX – XX/XX/XX | | | DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | | | | | | | | | | | |
| **SENSITIVE PERSONNEL DATA – USE IS RESTRICTED** | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED | |
| 000000000 | DOE | JOE | 13 | X | X | | | | | | X | |
| | | | PAY PLAN GS | SERIES 0404 | GRADE 06 | NOA 815 | NOA DATE 11/14/93 | BONUS PCT 9 | BONUS AMT \$2,000.00 | | | |
| | | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED | |
| 000000001 | DOE | JANE | 14 | X | X | | | | | | X | |
| | | | PAY PLAN GS | SERIES 0404 | GRADE 05 | NOA 815 | NOA DATE 01/09/94 | BONUS PCT 5 | BONUS AMT \$1,000.00 | | | |
| | | | | | | | | | | | | |
| TOTALS | TOTAL | TOTAL | | | | | | | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED |
| | EMPLOYEES | AMOUNT | MALE | FEM | WHITE | BLACK | HISPANIC | PACIFIC IS | AK. NATIVE | | DISABLED | |
| | 2 | \$3,000.00 | 1 | 1 | 2 | | | | | | 2 | |
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Part 1. Recruitment Bonuses

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Exhibit 2
Page 2

Annual Recruitment And Relocation Report

| | | | | | | | | | | | | | |
|--|-----------|-------------|----------------|---------------------------------|-------|----------------------|-----------------|--------------------------|---------------------------|--|----------|-----------------|-----|
| XX/XX/XX SRPR4302 | | | | | | | | | | ANNUAL RECRUITMENT AND RELOCATION REPORT – PART 2 RELOCATION BONUSES | | PAGE 1 | |
| REPORTING PERIOD: FROM XX/XX/XX – XX/XX/XX | | | | | | | | | | | | | |
| DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | |
| ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED ** | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM. INDIAN/ AK. NATIVE | DISABLED | TARGETED | NOT DISABLED | |
| 000000002 | DOE | MICHAEL | 21 | X | | X | | | | | | X | |
| | | | PAY PLAN GS | SERIES GRADE NOA 0487 15 816 | | NOA DATE 11/15/93 | BONUS PCT 23 | BONUS AMT \$20,000.00 | | | | | |
| | | | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM. INDIAN/ AK. NATIVE | DISABLED | TARGETED | NOT DISABLED | |
| 000000003 | DOE | JEAN | 21 | X | | | | X | | | X | | |
| | | | PAY PLAN GS | SERIES GRADE NOA 0470 14 816 | | NOA DATE 01/09/94 | BONUS PCT 22 | BONUS AMT \$14,000.00 | | | | | |
| | | | | | | | | | | | | | |
| TOTALS | TOTAL | TOTAL | | | | | | | | | DISABLED | TARGETED | NOT |
| | EMPLOYEES | AMOUNT | MALE | FEM | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM. INDIAN/ AK. NATIVE | | | DISABLED | |
| | 2 | \$34,000.00 | 1 | 1 | | 1 | | 1 | | 1 | | 1 | |
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Part 2. Relocation Bonuses

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 2
Page 3

Annual Recruitment And Relocation Report

| | | | | | | | | | | | |
|--|-----------|-------------|---|---------|-------|-------|----------|----------------------|-----------------------|----------|-----------------------|
| XX/XX/XX SRPR4302 | | | ANNUAL RECRUITMENT AND RELOCATION REPORT - PART 3 ALL BONUSES | | | | | | | PAGE 1 | |
| REPORTING PERIOD: | | | | | | | | | | | |
| FROM XX/XX/XX - XX/XX/XX | | | DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | |
| ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | | | | | | | | | |
| | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED |
| 000000000 | DOE | JOE | 13 | X | X | | | | | | X |
| | | | PAY PLAN | SERIES | GRADE | NOA | NOA DATE | BONUS PCT | BONUS AMT | | |
| | | | GS | 0404 | 06 | 815 | 11/14/93 | 9 | \$2,000.00 | | |
| | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED |
| 000000001 | DOE | JANE | 14 | X | X | | | | | | X |
| | | | PAY PLAN | SERIES | GRADE | NOA | NOA DATE | BONUS PCT | BONUS AMT | | |
| | | | GS | 0404 | 05 | 815 | 01/09/94 | 5 | \$1,000.00 | | |
| | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED |
| 000000002 | DOE | MICHAEL | 21 | X | | X | | | | | X |
| | | | PAY PLAN | SERIES | GRADE | NOA | NOA DATE | BONUS PCT | BONUS AMT | | |
| | | | GS | 0487 | 15 | 816 | 11/15/93 | 23 | \$20,000.00 | | |
| | | | | | | | | | | | |
| SSN | LAST NAME | FIRST NAME | EDUC LEVEL | SEX M F | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT DISABLED |
| 000000003 | DOE | JEAN | 21 | X | | | | X | | X | |
| | | | PAY PLAN | SERIES | GRADE | NOA | NOA DATE | BONUS PCT | BONUS AMT | | |
| | | | GS | 0470 | 14 | 816 | 01/09/94 | 22 | \$14,000.00 | | |
| | | | | | | | | | | | |
| TOTALS TOTAL | | TOTAL | | | | | | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | TARGETED NOT |
| EMPLOYEES | | AMOUNT | MALE | FEM | WHITE | BLACK | HISPANIC | PACIFIC IS | AK. NATIVE | DISABLED | |
| 4 | | \$37,000.00 | 2 | 2 | 2 | 1 | | 1 | | 1 | 3 |

Part 3. Both Bonuses

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 3

Annual Report Of Employees Receiving Retention Allowance

Report Number: AECO7202

Sequence Of Data: Social security number

Brief Description: Provides a list of employees receiving retention allowances and other data that pertains to the employee and the allowance. This report contains sensitive data; use is restricted.

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Annual (SF-113 cutoff)

Available Distribution Levels: Department, agency, POI

Primary Sequence: Department, agency, POI

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|--|-----------------|--|---|--------|-------|------------------|----------|----------------------|---------------------------|---------------------|--------------|--------------|
| XX/XX/XX | AECO7202 | ANNUAL REPORT OF EMPLOYEES RECEIVING RETENTION ALLOWANCE | | | | | | | | | PAGE 1 | |
| REPORTING PERIOD: | | | | | | | | | | | | |
| FROM XX/XX/XX – XX/XX/XX | | | DEPT DJ DEPARTMENT OF JUSTICE AGCY IN IMMIGRATION AND NATURALIZATION SERVICE | | | | | | LEV2 02 EASTERN REGION | | | |
| | | | POI 0000 ANYTOWN, VT | | | | | | 05403–6813 | | | |
| ** SENSITIVE PERSONNEL DATA – USE IS RESTRICTED ** | | | | | | | | | | | | |
| | | | EDUC | | | | | | ASIAN AM/ AM.INDIAN/ | | DISABLED | TARGETED NOT |
| SSN | LAST NAME | FIRST NAME | LEVEL | SEX | WHITE | BLACK | HISPANIC | PACIFIC IS | AK. NATIVE | | | DISABLED |
| 000000004 | DOE | DAVID | 05 | M | | | X | | | | | X |
| | | | PAY PLAN | SERIES | GRADE | BEGIN PAY PERIOD | | END PAY PERIOD | ALLOWANCE PERCENT | ALLOWANCE AGGREGATE | BASE SALARY | |
| | | | GS | 1806 | 07 | 20 | | 20 | 11 | 99.06 | 24988.00 | |
| | | | EDUC | | | | | | ASIAN AM/ AM.INDIAN/ | | DISABLED | NOT |
| SSN | LAST NAME | FIRST NAME | LEVEL | SEX | WHITE | BLACK | HISPANIC | PACIFIC IS | AK. NATIVE | | | DISABLED |
| 000000005 | DOE | MANUEL | 13 | M | | X | | | | X | | |
| | | | PAY PLAN | SERIES | GRADE | BEGIN PAY PERIOD | | END PAY PERIOD | ALLOWANCE PERCENT | ALLOWANCE AGGREGATE | BASE SALARY | |
| | | | GS | 1816 | 12 | 21 | | 21 | 12 | 266.90 | 41641.00 | |
| TOTALS | TOTAL EMPLOYEES | TOTAL AMOUNT | MALE | FEMALE | WHITE | BLACK | HISPANIC | ASIAN AM/ PACIFIC IS | AM.INDIAN/ AK. NATIVE | DISABLED | NOT DISABLED | |
| | 2 | 365.96 | 2 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | |
| THIS REPORT CONTAINS ANNUAL EMPLOYEE AND STATISTICAL DATA REQUIRED FOR THE REVIEW AND EVALUATION OF THE USE OF RETENTION ALLOWANCES. THIS REPORT SHOULD BE INCORPORATED WITH YOUR AGENCY'S NARRATIVE STATEMENTS AND FORWARDED TO YOUR DESIGNATED DEPARTMENT/AGENCY OFFICIAL. | | | | | | | | | | | | |
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Payroll/Personnel Manual
Reports
Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 4

Annual Report Of Grade And Pay Retention

Report Number: SRPR2502

Primary Sequence: Department, agency, POI

Brief Description: Provides a 2-part report. **Part A** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the beginning date of the entitlement. **Part B** lists employees receiving retained grade and a rate of pay other than the regular rate for the position. It shows the ending date of the entitlement. This report contains sensitive data; use is restricted.

Sequence Of Data: Most recent date of nature of action code

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Department, agency, POI

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|--|---------------|------|------|------|-----|------------|----------------|--------------|---------------|----|----------|------------|---------------------|
| XX/XX/XX SRPR2502 ANNUAL REPORT OF GRADE AND PAY RETENTION - PART A - BEGIN ENTITLEMENT PAGE 1 | | | | | | | | | | | | | |
| REPORTING PERIOD: DEPT DEPARTMENT OF TREASURY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | | | | | | | | | | | |
| FROM XX/XX/XX - XX/XX/XX AGCY 40 BUR ALCOHOL, TOBACCO, & FIR | | | | | | | | | | | | | |
| -----FROM DATA-----TODATA----- | | | | | | | | | | | | | |
| SSNO | EMPLOYEE NAME | AGCY | E.O. | LVLS | 2-4 | DATE | PP/GR/SER/APPT | NOA & DATE | PP | GR | SER/APPT | PDR | DUTY STATE AND CITY |
| 000112222 | J B JONES | 40 | 4030 | 40 | 19 | 0030XXXXXX | GS 11 0202 11 | 20456 XXXXXX | GS 11 0202 01 | K | DC | WASHINGTON | |
| 000223333 | A U SMITH | 40 | 4038 | 30 | 31 | 0000XXXXXX | GS 12 0240 01 | 20460 XXXXXX | GS 12 0240 01 | J | IL | PEORIA | |
| AGENCYTOTAL 2 | | | | | | | | | | | | | |
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Part A. Begin Entitlement

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| XX/XX/XX SRPR2502 ANNUAL REPORT OF GRADE AND PAY RETENTION - PART B - END ENTITLEMENT PAGE 1 | | | | | | | | | | | | | |
| REPORTING PERIOD: DEPT DEPARTMENT OF TREASURY ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | | | | | | | | | | | |
| FROM XX/XX/XX - XX/XX/XX AGCY 40 BUR ALCOHOL, TOBACCO, & FIR | | | | | | | | | | | | | |
| -----FROM DATA-----TODATA----- | | | | | | | | | | | | | |
| SSNO | EMPLOYEE NAME | AGCY | E.O. | LVLS | 2-4 | DATE | PP/GR/SER/APPT | NOA & DATE | PP | GR | SER/APPT | PDR | DUTY STATE AND CITY |
| 000112222 | J B JONES | 40 | 4030 | 40 | 19 | 0030XXXXXX | GS 11 0202 11 | 20456 XXXXXX | GS 11 0202 01 | K | DC | WASHINGTON | |
| 000223333 | A U SMITH | 40 | 4038 | 30 | 31 | 0000XXXXXX | GS 12 0240 01 | 20460 XXXXXX | GS 12 0240 01 | J | IL | PEORIA | |
| AGENCYTOTAL 2 | | | | | | | | | | | | | |
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Part B. End Entitlement

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 5

Annual Report Of Leave Usage For Leave Year 19XX

Report Number: PREP6102

Sequence Of Data: Type of leave

Brief Description: Provides an annual summary on leave usage of statistical data (e.g., number of days earned, number of days used, monetary value of leave used, etc.).

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Annual (leave year)

Available Distribution Levels: Department, agency, POI, organizational structure to the 5th level

Primary Sequence: Department, agency

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| RUN DATE XX/XX/XX | | PREP6102 | | ANNUAL REPORT OF LEAVE USAGE FOR LEAVE YEAR 19XX | | | | | | PAGE 001 | |
| | | DEPT CM | U.S. | DEPARTMENT OF COMMERCE | | LVLS 08 | OFFICE OF PUBLIC AFFAIRS | | | | |
| | | AGCY 51 | | OFFICE OF THE SECRETARY | | LVLS 62 | NEWS RELATIONS DIVISION | | | | |
| TYPE OF LEAVE | NO. OF EMPLOYEES | NO. DAYS EARNED | NO. DAYS USED | AVG. DAYS USED | VALUE OF LEAVE USED | NO. DAYS CARRIED OVER | NO. DAYS FORFEITED | LUMP SUM ANN LV PD SICK LV DAYS | NO. DAYS | VALUE | RETIREMT CR |
| ANNUAL | 2 | 5 | 2 | 1.0 | \$ 121 | 2 | | | | | |
| SICK | 2 | 5 | | | | 4 | | | | | |
| MILITARY** | 0 | | | | | | | | | | |
| LWOP | 0 | | | | | | | | | | |
| AWOL | 0 | | | | | | | | | | |
| ADMINISTRATIVE | 2 | | 7 | 3.5 | \$ 680 | | | | | | |
| ** FOR MILITARY LEAVE ONLY, THE REPORT COVERS THE FISCAL YEAR WHICH ENDED ON SEPTEMBER 30 OF THE LEAVE-YEAR | | | | | | | | | | | |
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**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 6

Annual Report Of Within Grade Increase By Race And Sex

Report Number: ADAM4102

Primary Sequence: Department

Brief Description: Provides a summary of within-grade increase activity granted, withheld, and processed by race, grade, and sex. A percentage figure is also depicted for increases withheld.

Sequence Of Data: Race, grade, sex

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Annual (fiscal year)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| RUN DATE XX/XX/XX | | ADAM4102 | | ANNUAL REPORT OF WITHIN GRADE INCREASE | | | | | | | | | | PAGE 1 | |
|--------------------------------------|-------|------------------|--------------------------------|--|-------------------|----|----|---------------|-------|-------|------------|------|-----|--------|--|
| FOR XX/XX/XX/ TO XX/XX/XX | | BY RACE AND SEX | | | | | | | | | | | | | |
| DEPT | | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | |
| | | NO. WGIS GRANTED | | | NO. WGIS WITHHELD | | | NO. PROCESSED | | | % WITHHELD | | | | |
| MINORITY | | M | F | T | M | F | T | M | F | T | M | F | T | | |
| AMERICAN INDIAN OR ALASKAN NATIVE | GS | 342 | 275 | 617 | 0 | 0 | 0 | 342 | 275 | 617 | .00 | .00 | .00 | | |
| | WAGE | 39 | 6 | 45 | 0 | 0 | 0 | 39 | 6 | 56 | .00 | .00 | .00 | | |
| | TOTAL | 381 | 281 | 662 | 0 | 0 | 0 | 381 | 281 | 662 | .00 | .00 | .00 | | |
| ASIAN OR PACIFIC ISLANDER | GS | 280 | 205 | 485 | 0 | 1 | 1 | 280 | 206 | 486 | .00 | .48 | .20 | | |
| | WAGE | 8 | 4 | 12 | 0 | 0 | 0 | 8 | 4 | 12 | .00 | .00 | .00 | | |
| | TOTAL | 288 | 209 | 497 | 0 | 1 | 1 | 288 | 210 | 498 | .00 | .47 | .20 | | |
| BLACK | GS | 1099 | 1918 | 3017 | 9 | 11 | 20 | 1108 | 1929 | 3037 | .81 | .57 | .65 | | |
| | WAGE | 110 | 15 | 125 | 0 | 1 | 1 | 110 | 16 | 126 | .00 | 6.25 | .79 | | |
| | TOTAL | 1209 | 1933 | 3142 | 9 | 12 | 21 | 1218 | 1945 | 3163 | .73 | .61 | .66 | | |
| HISPANIC | GS | 941 | 538 | 1479 | 3 | 0 | 3 | 944 | 538 | 1482 | .31 | .00 | .20 | | |
| | WAGE | 77 | 6 | 83 | 0 | 0 | 0 | 77 | 6 | 83 | .00 | .00 | .00 | | |
| | TOTAL | 1018 | 544 | 1532 | 3 | 0 | 3 | 1021 | 544 | 1565 | .29 | .00 | .19 | | |
| WHITE | GS | 17811 | 11823 | 29634 | 59 | 20 | 79 | 17870 | 11846 | 29713 | .33 | .16 | .26 | | |
| | WAGE | 855 | 163 | 1018 | 0 | 0 | 0 | 855 | 163 | 1018 | .00 | .00 | .00 | | |
| | TOTAL | 18666 | 11986 | 30652 | 59 | 20 | 79 | 18725 | 12006 | 30731 | .31 | .16 | .25 | | |
| CHINESE | GS | 12 | 1 | 13 | 0 | 0 | 0 | 12 | 1 | 13 | .00 | .00 | .00 | | |
| | WAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 | .00 | .00 | | |
| | TOTAL | 12 | 1 | 13 | 0 | 0 | 0 | 12 | 1 | 13 | .00 | .00 | .00 | | |
| FILIPINO | GS | 3 | 1 | 4 | 0 | 0 | 0 | 3 | 1 | 1 | .00 | .00 | .00 | | |
| | WAGE | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | .00 | .00 | .00 | | |
| | TOTAL | 4 | 1 | 5 | 0 | 0 | 0 | 4 | 1 | 5 | .00 | .00 | .00 | | |
| HAWAIIAN | GS | 6 | 3 | 9 | 0 | 0 | 0 | 6 | 3 | 9 | .00 | .00 | .00 | | |
| | WAGE | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | .00 | .00 | .00 | | |
| | TOTAL | 6 | 4 | 10 | 0 | 0 | 0 | 6 | 4 | 10 | .00 | .00 | .00 | | |
| JAPANESE | GS | 44 | 19 | 63 | 0 | 0 | 0 | 44 | 19 | 63 | .00 | .00 | .00 | | |
| | WAGE | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | .00 | .00 | .00 | | |
| | TOTAL | 45 | 19 | 64 | 0 | 0 | 0 | 45 | 19 | 63 | .00 | .00 | .00 | | |
| OTHER ASIAN OR PACIFIC ISLANDER | GS | 2 | 2 | 4 | 0 | 0 | 0 | 2 | 2 | 4 | .00 | .00 | .00 | | |
| | WAGE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | .00 | .00 | .00 | | |
| | TOTAL | 2 | 2 | 4 | 0 | 0 | 0 | 2 | 2 | 4 | .00 | .00 | .00 | | |

Annual Report Of Within-Grade Increase By Series And Grade

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

Title I
Chapter 20
Section 5

Annual Summary Of Activity Under Merit Promotion Procedures

Available Distribution Levels: Department, agency, organizational structure to the 4th level

35

Annual Summary Of Penalty Type Actions

Available Distribution Levels: Department, agency

[illegible]

Title I
Chapter 20
Section 5

Annual Time Off Award Report – Prior And Current Years

Available Distribution Levels: Department, agency, POI

[illegible]

Cash Awards For Invention By PATCO & Pay Level

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 12

Cash Awards For Invention By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, agency, geographic location, employment group

Brief Description: Provides the number of cash awards for inventions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| | | | | | | | | | | | | | | |
|---------------------|-----------------|------|--|-------|--------------------------------|-------|--------|-------------------------|--------|-----------------------|--------|------------------------|--------|-----|
| DN-714-15 | AARU4002 | FYXX | CASH AWARDS FOR INVENTION BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE | 228 |
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | | AGCY | 01 | OFFICE OF THE SECRETARY | | | | | | | | | |
| PAT CO | PAY LEVEL | | TOTAL | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | |
| SERIES | | | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | |
| 0809 CONST CONTROL | | | | | | | | | | | | | | |
| P | GS 09 | # | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 200 | 0 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS 10 | # | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 400 | 0 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS 12 | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS/GM 13 | # | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 500 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | TOTAL GS/GM/SES | # | 7 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 28.6 | 71.4 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 4,100 | 3,000 | 1,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 73.2 | 26.8 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | SERIES TOTAL | # | 7 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 28.6 | 71.4 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 4,100 | 3,000 | 1,100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 73.2 | 26.8 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| 0809 CONST CONTROL | | | | | | | | | | | | | | |
| A | GS 09 | # | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 200 | 0 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS 10 | # | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 400 | 0 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS 12 | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 3,000 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | GS/GM 13 | # | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 500 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 13

Cash Awards For Performance By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-14 | | AARU4002 | FYXX | CASH AWARDS FOR PERFORMANCE BY PATCO & PAY LEVEL | | | | | | | | | | PAGE 114 | |
|---------------------|-----------|-----------|----------------------|--|--------------------------------|---------|-------------------------|--------|-----------------------|---------|------------------------|--------|--|----------|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | |
| PAT CO | PAY LEVEL | TOTAL ALL | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | | |
| | | | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | | |
| SES/GS 16-18 | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 5,820 | 5,820 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| P GS 05 | # | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 50.0 | 50.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 632 | 132 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 20.9 | 79.1 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| GS 07 | # | 29 | 11 | 7 | 3 | 4 | 0 | 0 | 2 | 1 | 0 | 1 | | | |
| | % | | 37.9 | 24.1 | 10.3 | 13.8 | .0 | .0 | 6.9 | 3.4 | .0 | 3.4 | | | |
| | \$ | 21,040 | 7,695 | 4,707 | 2,699 | 1,941 | 0 | 0 | 2,763 | 820 | 0 | 415 | | | |
| | % | | 36.6 | 22.4 | 12.8 | 9.2 | .0 | .0 | 13.1 | 3.9 | .0 | 2.0 | | | |
| GS 09 | # | 135 | 69 | 26 | 7 | 11 | 2 | 1 | 13 | 6 | 0 | 0 | | | |
| | % | | 51.1 | 19.3 | 5.2 | 8.1 | 1.5 | .7 | 9.6 | 4.4 | .0 | .0 | | | |
| | \$ | 146,041 | 82,045 | 25,326 | 7,457 | 6,881 | 2,400 | 1,500 | 13,333 | 7,099 | 0 | 0 | | | |
| | % | | 56.2 | 17.3 | 5.1 | 4.7 | 1.6 | 1.0 | 9.1 | 4.9 | .0 | .0 | | | |
| GS 11 | # | 232 | 117 | 52 | 11 | 13 | 3 | 1 | 26 | 8 | 0 | 1 | | | |
| | % | | 50.4 | 22.4 | 4.7 | 5.6 | 1.3 | .4 | 11.2 | 3.4 | .0 | .4 | | | |
| | \$ | 320,821 | 156,610 | 73,042 | 13,927 | 17,296 | 4,273 | 1,330 | 43,986 | 9,715 | 0 | 622 | | | |
| | % | | 48.8 | 22.8 | 4.3 | 5.4 | 1.3 | .4 | 13.7 | 3.0 | .0 | .2 | | | |
| GS 12 | # | 390 | 148 | 135 | 20 | 35 | 7 | 5 | 27 | 9 | 2 | 2 | | | |
| | % | | 37.9 | 34.6 | 5.1 | 9.0 | 1.8 | 1.3 | 6.9 | 2.3 | .5 | .5 | | | |
| | \$ | 516,728 | 197,724 | 172,992 | 20,776 | 36,859 | 9,664 | 6,627 | 50,883 | 14,726 | 3,730 | 2,747 | | | |
| | % | | 38.3 | 33.5 | 4.0 | 7.1 | 1.9 | 1.3 | 9.87 | 2.8 | .7 | .5 | | | |
| GS/GM 13 | # | 860 | 539 | 160 | 36 | 41 | 17 | 5 | 34 | 23 | 4 | 1 | | | |
| | % | | 62.7 | 18.6 | 4.2 | 4.8 | 2.0 | .6 | 4.0 | 2.7 | .5 | .1 | | | |
| | \$ | 1,186,682 | 675,683 | 255,239 | 18,075 | 4,050 | 9,300 | 625 | 14,000 | 6,250 | 14,050 | 0 | | | |
| | % | | 87.7 | 5.6 | 1.8 | .4 | .9 | .1 | 1.4 | .6 | 1.4 | .0 | | | |
| GS/GM 14 | # | 1,168 | 887 | 146 | 43 | 25 | 13 | 4 | 40 | 8 | 2 | 0 | | | |
| | % | | 75.9 | 12.5 | 3.7 | 2.1 | 1.1 | .3 | 3.4 | .7 | .2 | .0 | | | |
| | \$ | 2,390,580 | 1,763,197 | 244,362 | 133,131 | 72,274 | 29,242 | 11,375 | 110,010 | 22,636 | 4,353 | 0 | | | |
| | % | | 73.8 | 10.2 | 5.6 | 3.0 | 1.2 | .5 | 4.6 | .9 | .2 | .0 | | | |
| GS/GM 15 | # | 817 | 679 | 66 | 26 | 10 | 10 | 0 | 22 | 3 | 0 | 1 | | | |
| | % | | 83.1 | 8.1 | 3.2 | 1.2 | 1.2 | .0 | 2.7 | .4 | .0 | .1 | | | |
| | \$ | 1,601,810 | 1,363,220 | 110,081 | 34,902 | 20,903 | 16,515 | 0 | 43,701 | 10,878 | 0 | 1,610 | | | |
| | % | | 85.1 | 6.9 | 2.2 | 1.3 | 1.0 | .0 | 2.7 | .7 | .0 | .1 | | | |
| TOTAL GS/GM | # | 3,633 | 2,451 | 593 | 146 | 139 | 52 | 16 | 164 | 58 | 8 | 6 | | | |
| | % | | 67.5 | 16.3 | 4.0 | 3.8 | 1.4 | .4 | 4.5 | 1.6 | .2 | .2 | | | |
| | \$ | 6,184,314 | 4,246,306 | 886,249 | 264,737 | 217,544 | 81,732 | 27,270 | 319,878 | 122,594 | 11,893 | 6,111 | | | |
| | % | | 68.7 | 14.3 | 4.3 | 3.5 | 1.3 | .4 | 5.2 | 2.0 | .2 | .1 | | | |
| P OTHER 07 | # | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 1,247 | 0 | 1,247 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 14

Cash Awards For Performance By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for performances, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-15 | | AARU4002 | FYXX | CASH AWARDS FOR PERFORMANCE BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE | 154 |
|-----------------------|-----------------|----------|----------------------|--|--------|-----------------------------|--------|-------------------------|--------|----------------------|--------|------------------------|--------|------|-----|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | | CM | U.S. DEPARTMENT OF COMMERCE | | | | | | | | | |
| PAT CO | PAY LEVEL | | TOTAL | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM/ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| SERIES | | | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | |
| 1340 METEOROLOGY | | | | | | | | | | | | | | | |
| P | GS 12 | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 250 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | GS/GM 13 | # | 89 | 81 | 2 | 1 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 91.0 | 2.2 | 1.1 | 1.1 | 4.5 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 82,545 | 79,937 | 2,131 | 782 | 782 | 2,913 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 92.0 | 2.6 | .9 | .9 | 3.5 | .0 | .0 | .0 | .0 | .0 | | |
| | GS/GM 14 | # | 111 | 98 | 3 | 4 | 1 | 0 | 1 | 3 | 1 | 0 | 0 | | |
| | | % | | 88.3 | 2.7 | 3.6 | .9 | .0 | .9 | 2.7 | .9 | .0 | .0 | | |
| | | \$ | 136,368 | 114,791 | 3,082 | 8,794 | 899 | 0 | 1,798 | 6,105 | 899 | 0 | 0 | | |
| | | % | | 84.2 | 2.3 | 6.4 | .7 | .0 | 1.3 | 4.5 | .7 | .0 | .0 | | |
| | GS/GM 15 | # | 99 | 89 | 2 | 1 | 0 | 4 | 0 | 3 | 0 | 0 | 0 | | |
| | | % | | 89.9 | 2.0 | 1.0 | .0 | 4.0 | .0 | 3.0 | .0 | .0 | .0 | | |
| | | \$ | 152,137 | 137,475 | 4,066 | 1,828 | 0 | 3,785 | 0 | 4,983 | 0 | 0 | 0 | | |
| | | % | | 90.4 | 2.7 | 1.2 | .0 | 2.5 | .0 | 3.3 | .0 | .0 | .0 | | |
| | TOTAL GS/GM/SES | # | 300 | 269 | 7 | 6 | 2 | 8 | 1 | 6 | 1 | 0 | 0 | | |
| | | % | | 89.7 | 2.3 | 2.0 | .7 | 2.7 | .3 | 2.0 | .3 | .0 | .0 | | |
| | | \$ | 371,300 | 328,453 | 9,279 | 11,404 | 1,681 | 6,698 | 1,798 | 11,088 | 899 | 0 | 0 | | |
| | | % | | 88.5 | 2.5 | 3.1 | .5 | 1.8 | .5 | 3.0 | .2 | .0 | .0 | | |
| SERIES TOTAL | | # | 300 | 269 | 7 | 6 | 2 | 8 | 1 | 6 | 1 | 0 | 0 | | |
| | | % | | 89.7 | 2.3 | 2.0 | .7 | 2.7 | .3 | 2.0 | .3 | .0 | .0 | | |
| | | \$ | 371,300 | 328,453 | 9,279 | 11,404 | 1,681 | 6,698 | 1,798 | 11,088 | 889 | 0 | 0 | | |
| | | % | | 88.5 | 2.5 | 3.1 | .5 | 1.8 | .5 | 3.0 | .2 | .0 | .0 | | |
| 1224 PATENT EXAMINING | | | | | | | | | | | | | | | |
| P | GS 07 | # | 16 | 5 | 5 | 2 | 1 | 0 | 0 | 2 | 1 | 0 | 0 | | |
| | | % | | 31.3 | 31.3 | 12.5 | 6.3 | .0 | .0 | 12.5 | 6.3 | .0 | .0 | | |
| | | \$ | 14,180 | 3,722 | 4,106 | 1,949 | 820 | 0 | 0 | 2,793 | 820 | 0 | 0 | | |
| | | % | | 26.2 | 29.0 | 13.7 | 5.8 | .0 | .0 | 19.5 | 5.8 | .0 | .0 | | |
| | GS 09 | # | 103 | 57 | 17 | 5 | 6 | 1 | 1 | 12 | 4 | 0 | 0 | | |
| | | % | | 55.3 | 16.5 | 4.9 | 5.8 | 1.0 | 1.0 | 11.7 | 3.9 | .0 | .0 | | |
| | | \$ | 122,648 | 70,933 | 19,121 | 6,840 | 3,946 | 1,500 | 1,500 | 12,733 | 6,075 | 0 | 0 | | |
| | | % | | 57.8 | 15.6 | 5.6 | 3.2 | 1.2 | 1.2 | 10.4 | 5.0 | .0 | .0 | | |
| | GS 11 | # | 139 | 77 | 23 | 5 | 4 | 2 | 0 | 25 | 3 | 0 | 0 | | |
| | | % | | 55.4 | 16.5 | 3.6 | 2.9 | 1.4 | .0 | 18.0 | 2.2 | .0 | .0 | | |
| | | \$ | 211,599 | 108,235 | 39,810 | 7,362 | 6,014 | 3,651 | 0 | 42,857 | 3,670 | 0 | 0 | | |
| | | % | | 51.2 | 18.8 | 3.5 | 2.8 | 1.7 | .0 | 20.3 | 1.7 | .0 | .0 | | |
| | GS 12 | # | 103 | 50 | 15 | 8 | 4 | 1 | 1 | 19 | 5 | 0 | 0 | | |
| | | % | | 48.5 | 14.6 | 7.8 | 3.9 | 1.0 | 1.0 | 18.4 | 4.9 | .0 | .0 | | |
| | | \$ | 180,580 | 84,792 | 27,320 | 8,860 | 5,446 | 2,611 | 2,238 | 38,565 | 10,748 | 0 | 0 | | |
| | | % | | 47.0 | 15.1 | 4.9 | 3.0 | 1.4 | 1.2 | 21.4 | 6.0 | .0 | .0 | | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 15

Cash Awards For Special Act Or Service By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-14 AARU4002 FYXX | | | CASH AWARDS FOR SPECIAL ACT OR SERVICE BY PATCO & PAY LEVEL | | | | | | | | | | PAGE 119 |
|-------------------------|--------------|-----------|---|----------|--------------------------------|-------------|------|--------|------|--------|------|--------|----------|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT | | | | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | |
| PAT | TOTAL | W H I T E | B L A C K | HISPANIC | ASIAN AM./ | AM. INDIAN/ | | | | | | | |
| CO | PAY LEVEL | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | |
| P | SES/GS 16-18 | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 100.0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 1,250 | 1,250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS 07 | # | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 100.0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 125 | 0 | 125 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS 09 | # | 5 | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | |
| | | % | 40.0 | 40.0 | .0 | .0 | .0 | .0 | 20.0 | .0 | .0 | .0 | |
| | | \$ | 825 | 225 | 500 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | |
| | GS 11 | # | 7 | 27.3 | 60.6 | 0 | .0 | .0 | 12.1 | .0 | .0 | .0 | |
| | | % | 42.9 | 42.9 | .0 | 14.3 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 3,495 | 1,150 | 1,845 | 0 | 500 | 0 | 0 | 0 | 0 | 0 | |
| P | GS 12 | # | 7 | 32.9 | 52.8 | 0 | 14.3 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 71.4 | 28.6 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 1,520 | 1,245 | 275 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS/GM 13 | # | 16 | 81.9 | 18.1 | 0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 81.3 | 18.8 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 9,375 | 6,675 | 2,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS/GM 14 | # | 11 | 71.2 | 28.8 | 0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 90.9 | 9.1 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 6,035 | 5,535 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS/GM 15 | # | 12 | 91.7 | 8.3 | 0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 91.7 | 8.3 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 9,600 | 9,100 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| P | TOTAL GS/GM | # | 59 | 94.8 | 5.2 | 0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 74.6 | 22.0 | .0 | 1.7 | .0 | .0 | 1.7 | .0 | .0 | .0 | |
| | | \$ | 30,975 | 23,930 | 6,445 | 0 | 500 | 0 | 100 | 0 | 0 | 0 | |
| | OTHER 11 | # | 1 | 77.3 | 20.8 | 0 | 1.6 | .0 | .3 | .0 | .0 | .0 | |
| | | % | 100.0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 1,500 | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 14 | # | 3 | 100.0 | .0 | 0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | 100.0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 4,500 | 4,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | 100.0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | | | | | | | | | | | | |

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 16

Cash Awards For Special Act Or Service By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for special act or service, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-15 AARU4002 | | FYXX | CASH AWARDS FOR SPECIAL ACT OR SERVICE BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 191 |
|----------------------|----|-----------|---|-------|--------------------------------|-------|--------|-------------------------|--------|-------------|--------|--------------|----------|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | |
| PAT | CO | PAY LEVEL | TOTAL | WHITE | | BLACK | | HISPANIC | | ASIAN AM. / | | AM. INDIAN / | |
| SERIES | | | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE |
| 1340 METEOROLOGY | | | | | | | | | | | | | |
| P GS 09 | # | | 4 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| | % | | | 50.0 | 25.0 | .0 | .0 | .0 | .0 | 25.0 | .0 | .0 | .0 |
| | \$ | | 425 | 225 | 100 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| | % | | | 52.9 | 23.5 | .0 | .0 | .0 | .0 | 23.5 | .0 | .0 | .0 |
| GS 12 | # | | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 985 | 985 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| GS/GM 13 | # | | 10 | 9 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 90.0 | 10.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 4,625 | 2,925 | 1,700 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 63.2 | 36.8 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| GS/GM 14 | # | | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 1,235 | 1,235 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| GS 16-18 & SES | # | | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 500 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| TOTAL GS/GM/SES | # | | 21 | 18 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| | % | | | 85.7 | 9.5 | .0 | .0 | .0 | .0 | 4.8 | .0 | .0 | .0 |
| | \$ | | 7,770 | 5,870 | 1,800 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| | % | | | 75.5 | 23.2 | .0 | .0 | .0 | .0 | 1.3 | .0 | .0 | .0 |
| SERIES TOTAL | # | | 21 | 18 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| | % | | | 85.7 | 9.5 | .0 | .0 | .0 | .0 | 4.8 | .0 | .0 | .0 |
| | \$ | | 7,770 | 5,870 | 1,800 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| | % | | | 75.5 | 23.2 | .0 | .0 | .0 | .0 | 1.3 | .0 | .0 | .0 |
| 0482 FISHERY BIOLOGY | | | | | | | | | | | | | |
| P GS 09 | # | | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 400 | 0 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| GS 11 | # | | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 400 | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| GS/GM 14 | # | | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |
| | \$ | | 1,550 | 1,550 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | % | | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 |

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Exhibit 17

Cash Awards For Suggestions By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-14 AARU4002 FYXX | | | CASH AWARDS FOR SUGGESTIONS BY PATCO & PAY LEVEL | | | | | | | | | | PAGE 111 | | |
|-------------------------|-----------|-------|--|-----------|--------------------------------|-----------|--------|-------------------------|--------|-----------------------|--------|------------------------|----------|--|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | |
| PAT | | | TOTAL | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| CO | PAY LEVEL | | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | |
| P | GS 09 | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 25 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | GS 11 | # | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 66.7 | 33.3 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 100 | 75 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | GS 12 | % | | 75.0 | 25.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | \$ | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| GS/GM 13 | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | # | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | .0 | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| GS/GM 14 | \$ | 100 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | .0 | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| TOTAL GS/GM | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 25 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| PATCO TOTAL | # | 7 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 71.4 | 14.3 | 14.3 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 350 | 225 | 25 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| T | GS 11 | % | | 64.3 | 7.1 | 28.6 | .0 | .8 | .0 | .0 | .0 | .0 | .0 | | |
| | | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| GS 12 | \$ | 1,060 | 1,060 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| TOTAL GS/GM | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | \$ | 1,300 | 1,300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | | |
| | | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 2,360 | 2,360 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Payroll/Personnel Manual

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Title I
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Exhibit 18

Cash Awards For Suggestions By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of cash awards for suggestions, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-15 AARU4002 FYXX | | | CASH AWARDS FOR SUGGESTIONS BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 137 | |
|-------------------------------|-------------------|----|--|-------|--------------------------------|-------|--------|-------------------------|--------|------------|--------|------------|-------------------|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| PAT | | | | | | | | | | | | | | |
| CO | PAY LEVEL | | TOTAL | WHITE | | BLACK | | HISPANIC | | PACIFIC IS | | ASIAN AM./ | | |
| SERIES | | | ALL | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | AK. NATIVE FEMALE | |
| 1224 PATENT EXAMINING | | | | | | | | | | | | | | |
| P | GS 09 | # | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 25 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS/GM 14 | # | 1 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 25 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL GS/GM/SES | # | 2 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | \$ | 50 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| SERIES TOTAL | | | # | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| 1370 CARTOGRAPHY | | | | | | | | | | | | | | |
| P | GS 11 | # | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 66.7 | 33.3 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 100 | 75 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | GS 12 | # | 1 | 75.0 | 25.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | % | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL GS/GM/SES # | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 4 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 75.0 | 25.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 200 | 175 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | SERIES TOTAL | % | | 87.5 | 12.5 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | # | 4 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 75.0 | 25.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 200 | 175 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | 87.5 | 12.5 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| 1223 PATENT CLASSIFYING | | | | | | | | | | | | | | |
| P | GS/GM 13 | # | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |
| | | \$ | 100 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | | % | | .0 | .0 | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | |

Payroll/Personnel Manual
Reports
Payroll/Personnel Output

Exhibit 19

Certification For Within-Grade Increase

Report Number: CD-416

Sequence Of Data: N/A

Brief Description: Provides advance notice that a Department of Commerce employee will complete the waiting period required for a within-grade salary increase.

Other Sources For This Report:: RFQS, Certification For Within-Grade Increase

Production Frequency: Pay Period

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency

Available Distribution Levels: POI

| | | | |
|---|-------------------|-------------------------------|-------------|
| FORM CD-416 (REV. 7.87) DOA 202-531 | | U.S. DEPARTMENT OF COMMERCE | |
| CERTIFICATION FOR WITHIN-GRADE INCREASE Important: Before completing this form, read the instructions on the reverse side. | | | |
| 1. Employee Name | | 2. Date Ending Waiting Period | |
| 3. Title, Series, Grade, Step | | 4. Organization | |
| 5. Certification: <input type="checkbox"/> I certify that the employee's work is of an acceptable level of competence to warrant an increase in salary to the next step of the grade. <input type="checkbox"/> I certify that the employee's work is not of an acceptable level of competence to warrant an increase in salary to the next step of the grade. | | | |
| 6. Complete CD-396, "Performance Plan, Progress Review, and Appraisal Record," if employee's current rating does not support the decision to grant or deny the within-grade increase. | | | |
| Signature of Certifying Official | | Title | Date |
| Signature of Approving Official (when required by operating unit) | | Title | Date |
| Signature of Personnel Office (optional) | | Title | Date |
| Submitting Office No. | Organization Code | | Agency Code |
| Return completed form to _____ by _____ (Bldg., Room) (Date) | | | |
| White-Employee Performance Folder--Pink-Employee's Copy--Yellow-Suspense Copy | | | |

Payroll/Personnel Manual Reports Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 20

Change In Work Force EEO Profile By PATCO

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category. The data is provided for 2 consecutive fiscal years and depicts the percentage of change. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-1 AARU4002 FYXX | | CHANGE IN WORK FORCE EEO PROFILE BY PATCO | | | | | | | | | | | | PAGE 1 | |
|------------------------|---------|---|------|--------------------------------|-------|-------|------|-------------------------|------|-----------------------|-----|------------------------|-----|--------|--|
| RUN DATE XX/XX/XX | | GEOG COV: WORLD WIDE | | | | | | EMPLOYMT COV: PFT & PPT | | | | | | | |
| AS OF DATE XX/XX/XX | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | |
| YEARS/% | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| PATCO CATEGORY | CHANGE | ALL | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | | |
| | CLF % | | 32.1 | 60.6 | 26.9 | 2.3 | 2.8 | 2.2 | 1.1 | 2.5 | 1.1 | .2 | .1 | | |
| | 19XX # | 30351 | 3662 | 24345 | 3140 | 1005 | 272 | 561 | 85 | 521 | 133 | 257 | 32 | | |
| PROFESSIONAL | 19XX # | 31324 | 4263 | 24628 | 3669 | 1011 | 312 | 586 | 103 | 560 | 143 | 276 | 36 | | |
| | % | | 13.6 | 78.6 | 11.7 | 3.2 | 1.0 | 1.9 | .3 | 1.8 | .5 | .9 | .1 | | |
| | %CHANGE | | 1.5 | 1.6- | 1.4 | .1- | .1 | .1 | .0 | .1 | .1 | .1 | .0 | | |
| | CLF % | | 31.7 | 60.4 | 26.6 | 3.6 | 3.1 | 2.8 | 1.3 | 1.1 | .5 | .3 | .2 | | |
| | 19XX # | 13386 | 5416 | 6993 | 4357 | 601 | 759 | 236 | 159 | 61 | 79 | 79 | 62 | | |
| | % | | 40.5 | 52.2 | 32.5 | 4.5 | 5.7 | 1.8 | 1.2 | .5 | .6 | .6 | .5 | | |
| ADMINISTRATIVE | 19XX # | 14087 | 5988 | 7068 | 4766 | 626 | 858 | 255 | 186 | 66 | 91 | 84 | 87 | | |
| | % | | 42.5 | 50.2 | 33.8 | 4.4 | 6.1 | 1.8 | 1.3 | .5 | .6 | .6 | .6 | | |
| | %CHANGE | | 2.0 | 2.0- | 1.3 | .1- | .4 | .0 | .1 | .0 | .0 | .0 | .1 | | |
| | CLF % | | 47.0 | 45.0 | 37.0 | 3.5 | 6.3 | 2.7 | 2.4 | 1.2 | .9 | .3 | .3 | | |
| | 19XX # | 30382 | 9249 | 18360 | 7532 | 1120 | 1163 | 1023 | 271 | 114 | 89 | 516 | 194 | | |
| | % | | 30.4 | 60.4 | 24.8 | 3.7 | 3.8 | 3.4 | .9 | .4 | .3 | 1.7 | .6 | | |
| TECHNICAL | 19XX # | 31117 | 9971 | 18249 | 8091 | 1110 | 1245 | 1073 | 299 | 120 | 107 | 594 | 229 | | |
| | % | | 32.0 | 58.6 | 26.0 | 3.6 | 4.0 | 3.4 | 1.0 | .4 | .3 | 1.9 | .7 | | |
| | %CHANGE | | 1.6 | 1.8- | 1.2 | .1- | .2 | .0 | .1 | .0 | .0 | .2 | .1 | | |
| | CLF % | | 72.8 | 21.7 | 57.3 | 2.8 | 9.3 | 1.9 | 4.2 | .7 | 1.5 | .1 | .4 | | |
| | 19XX # | 13924 13152 | | 480 | 10334 | 223 | 2040 | 42 | 436 | 13 | 109 | 14 | 233 | | |
| | % | | 94.5 | 3.4 | 74.2 | 1.6 | 14.7 | .3 | 3.1 | .1 | .8 | .1 | 1.7 | | |
| CLERICAL | 19XX # | 14017 13237 | | 503 | 10327 | 219 | 2099 | 43 | 443 | 5 | 116 | 10 | 252 | | |
| | % | | 94.4 | 3.6 | 73.7 | 1.6 | 15.0 | .3 | 3.2 | .0 | .8 | .1 | 1.8 | | |
| | %CHANGE | | .1- | .2 | .5- | .0 | .3 | .0 | .1 | .1- | .0 | .0 | .1 | | |
| | CLF % | | 10.1 | 75.3 | 7.7 | 8.3 | 1.6 | 4.8 | .6 | .7 | .1 | .8 | .1 | | |
| | 19XX # | 586 | 237 | 195 | 165 | 83 | 40 | 26 | 14 | 12 | 4 | 33 | 14 | | |
| | % | | 40.4 | 33.3 | 28.2 | 14.2 | 6.8 | 4.4 | 2.4 | 2.0 | .7 | 5.6 | 2.4 | | |
| OTHER | 19XX # | 820 | 367 | 260 | 266 | 107 | 58 | 44 | 20 | 6 | 3 | 36 | 20 | | |
| | % | | 44.8 | 31.7 | 32.4 | 13.0 | 7.1 | 5.4 | 2.4 | .7 | .4 | 4.4 | 2.4 | | |
| | %CHANGE | | 4.4 | 1.6- | 4.2 | 1.2- | .3 | 1.0 | .0 | 1.3- | .3- | 1.2- | .0 | | |
| | CLF % | | 19.9 | 64.2 | 14.3 | 8.4 | 2.9 | 6.1 | 2.0 | .8 | .4 | .5 | .1 | | |
| | 19XX # | 2550 | 171 | 1842 | 116 | 337 | 39 | 126 | 5 | 15 | 0 | 59 | 11 | | |
| | % | | 6.7 | 78.2 | 4.5 | 13.2 | 1.5 | 4.9 | .2 | .6 | .0 | 2.3 | .4 | | |
| WAGE SYSTEM | 19XX # | 2474 | 168 | 1781 | 115 | 314 | 36 | 128 | 6 | 17 | 0 | 66 | 11 | | |
| | % | | 6.8 | 72.0 | 4.6 | 12.7 | 1.5 | 5.2 | .2 | .7 | .0 | 2.7 | .4 | | |
| | %CHANGE | | .1 | .2- | .1 | .5- | .0 | .3 | .0 | .1 | .0 | .4 | .0 | | |
| | 19XX # | 91179 31887 | | 52215 | 25644 | 3369 | 4313 | 2014 | 970 | 736 | 414 | 958 | 546 | | |
| | % | | 35.0 | 57.3 | 28.1 | 3.7 | 4.7 | 2.2 | 1.1 | .8 | .5 | 1.1 | .6 | | |
| TOTAL | 19XX # | 93839 33994 | | 52489 | 27234 | 3387 | 4608 | 2129 | 1057 | 774 | 460 | 1066 | 635 | | |
| | % | | 36.2 | 55.9 | 29.0 | 3.6 | 4.9 | 2.3 | 1.1 | .8 | .5 | 1.1 | .7 | | |
| | %CHANGE | | 1.2 | 1.4- | .9 | .1- | .2 | .1 | .0 | .0 | .0 | .0 | .1 | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Payroll/Personnel Manual Reports Payroll/Personnel Output

Exhibit 21

Change In Work Force EEO Profile By Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Sequence Of Data: Pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-3 | | AARU4002 | | FYXX | | CHANGE IN WORK FORCE EEO PROFILE BY PAY LEVEL | | | | | | | | | | PAGE 11 | | | |
|---------------------|---------|----------|------|-------|-------|---|------|-------|------|--------------------------------|------|--------------------------|-----|---------------------------|-----|---------|--|--|--|
| RUN DATE XX/XX/XX | | | | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | | | | |
| AS OF DATE XX/XX/XX | | | | | | DEPT | | AG | | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | YEARS/% | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | | | |
| PAY LEVEL | | CHANGE | | ALL | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | | | | |
| | | 19XX | # | 6 | 5 | 1 | 1 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | | | | |
| | | | % | 83.3 | | 16.7 | 16.7 | .0 | 50.0 | .0 | 16.7 | .0 | .0 | .0 | .0 | | | | |
| GS 01 | 19XX | # | 25 | 20 | 1 | 1 | 3 | 18 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | | | | |
| | | % | | 80.0 | | 4.0 | 4.0 | 12.0 | 72.0 | .0 | 4.0 | 4.0 | .0 | .0 | .0 | | | | |
| GS 02 | %CHANGE | | | | | | | | | | | | | | | | | | |
| | 19XX | # | 48 | 3.3- | 12.7- | 12.7- | 12.0 | 22.0 | .0 | 12.7- | 4.0 | .0 | .0 | .0 | .0 | | | | |
| | | % | | 25 | 9 | 8 | 13 | 17 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | |
| | 19XX | # | 54 | 52.1 | 18.8 | 16.7 | 27.1 | 35.4 | .0 | .0 | .0 | .0 | 2.1 | .0 | .0 | | | | |
| | | % | | 31 | 8 | 13 | 14 | 17 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | | | | |
| | %CHANGE | | | | | | | | | | | | | | | | | | |
| | | % | | 57.4 | 14.8 | 24.1 | 25.9 | 31.5 | .0 | .0 | .0 | .0 | 1.9 | 1.9 | 1.9 | | | | |
| | | % | | 5.3 | 4.0- | 7.4 | 1.2- | 3.9- | .0 | .0 | .0 | .0 | .2- | 1.9 | 1.9 | | | | |
| GS 03 | 19XX | # | 365 | 254 | 37 | 104 | 72 | 143 | 1 | 2 | 1 | 5 | 0 | 0 | 0 | | | | |
| | | % | | 69.6 | 10.1 | 28.5 | 19.7 | 39.2 | .8 | .5 | .3 | 1.4 | .0 | .0 | .0 | | | | |
| | 19XX | # | 339 | 240 | 33 | 100 | 63 | 135 | 1 | 1 | 2 | 4 | 0 | 0 | 0 | | | | |
| | | % | | 70.8 | 9.7 | 29.5 | 18.6 | 39.8 | .3 | .3 | .6 | 1.2 | .0 | .0 | .0 | | | | |
| GS 04 | %CHANGE | | | | | | | | | | | | | | | | | | |
| | 19XX | # | 1527 | 1.2 | .4- | 1.0 | 1.1- | .6 | .0 | .2- | .3 | .2- | .0 | .0 | .0 | | | | |
| | | % | | 158 | 611 | 146 | 543 | 8 | 31 | 5 | 18 | 2 | 5 | 1 | 5 | | | | |
| | 19XX | # | 1555 | 79.1 | 10.3 | 40.0 | 9.6 | 35.6 | .5 | 2.0 | .3 | 1.2 | .1 | .3 | .3 | | | | |
| | | % | | 1229 | 163 | 638 | 150 | 539 | 7 | 29 | 5 | 18 | 1 | 5 | 5 | | | | |
| | %CHANGE | | | | | | | | | | | | | | | | | | |
| | | % | | 79.0 | 10.5 | 41.0 | 9.6 | 34.7 | .5 | 1.9 | .3 | 1.2 | .1 | .3 | .3 | | | | |
| | | % | | .1- | .2 | 1.0 | .0 | .9- | .0 | .1- | .0 | .0 | .0 | .0 | .0 | | | | |
| GS 05 | 19XX | # | 1949 | 1477 | 327 | 808 | 120 | 606 | 9 | 37 | 13 | 17 | 3 | 9 | 9 | | | | |
| | | % | | 75.8 | 16.8 | 41.5 | 6.2 | 31.1 | .5 | 1.9 | .7 | .9 | .2 | .5 | .5 | | | | |
| | 19XX | # | 1959 | 1504 | 301 | 812 | 131 | 631 | 9 | 35 | 11 | 18 | 3 | 8 | 8 | | | | |
| | | % | | 76.8 | 15.4 | 41.4 | 6.7 | 32.2 | .5 | 1.8 | .6 | .9 | .2 | .4 | .4 | | | | |
| GS 06 | %CHANGE | | | | | | | | | | | | | | | | | | |
| | 19XX | # | 1453 | 1.0 | 1.4- | .1- | .5 | 1.1 | .0 | .1- | .1- | .0 | .0 | .1- | .1- | | | | |
| | | % | | 1280 | 103 | 736 | 64 | 502 | 4 | 24 | 2 | 12 | 0 | 6 | 6 | | | | |
| | 19XX | # | 1481 | 88.1 | 7.1 | 50.7 | 4.4 | 34.5 | .3 | 1.7 | .1 | .8 | .0 | .4 | .4 | | | | |
| | | % | | 1305 | 107 | 748 | 62 | 515 | 5 | 25 | 2 | 12 | 0 | 5 | 5 | | | | |
| | %CHANGE | | | | | | | | | | | | | | | | | | |
| | | % | | 88.1 | 7.2 | 50.5 | 4.2 | 34.8 | .3 | 1.7 | .1 | .8 | .0 | .3 | .3 | | | | |
| GS 07 | 19XX | # | 1977 | .0 | .1 | .2- | .2- | .3 | .0 | .0 | .0 | .0 | .0 | .1- | .1- | | | | |
| | | % | | 65.8 | 25.8 | 34.1 | 5.2 | 27.8 | 1.1 | 2.0 | 2.1 | 1.7 | .1 | .3 | .3 | | | | |
| | 19XX | # | 1952 | 1298 | 492 | 680 | 104 | 546 | 21 | 37 | 36 | 29 | 1 | 6 | 6 | | | | |
| | | % | | 66.5 | 25.2 | 34.8 | 5.3 | 28.0 | 1.1 | 1.9 | 1.8 | 1.5 | .1 | .3 | .3 | | | | |
| GS 08 | %CHANGE | | | | | | | | | | | | | | | | | | |
| | 19XX | # | 516 | .7 | .6- | .7 | .1 | .2 | .0 | .1- | .3- | .2- | .0 | .0 | .0 | | | | |
| | | % | | 383 | 92 | 183 | 36 | 192 | 2 | 5 | 2 | 3 | 1 | 0 | 0 | | | | |
| | 19XX | # | 514 | 74.2 | 17.8 | 35.5 | 7.0 | 37.2 | .4 | 1.0 | .4 | .6 | .2 | .0 | .0 | | | | |
| | | % | | 391 | 85 | 183 | 34 | 199 | 1 | 6 | 2 | 3 | 1 | 0 | 0 | | | | |
| | %CHANGE | | | | | | | | | | | | | | | | | | |
| | | % | | 76.1 | 16.5 | 35.6 | 6.6 | 38.7 | .2 | 1.2 | .4 | .6 | .2 | .0 | .0 | | | | |
| | | % | | 1.9 | 1.3- | .1 | .4- | 1.5 | .2- | .2 | .0 | .0 | .0 | .0 | .0 | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
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Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 22

Change In Work Force EEO Profile By Series With 50 Or More

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of employees, percentage of representation, and civilian labor force (CLF) representation for each professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. The data is provided for 2 consecutive fiscal years and includes the percentage of change. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-2 AARU4002 FYXX | | | CHANGE IN WORK FORCE EEO PROFILE BY SERIES WITH 50 OR MORE | | | | | | | | | | | | PAGE 2 | | | |
|----------------------------|---------|---|--|----|--------------------------------|------|-------|-----|-------------------------|-----|----------|------|-----------------------|-----|------------------------|-----|--|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | | EMPLOYMT COV: PFT & PPT | | | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | |
| SERIES CODE & NAME | | | YEARS/% | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| PATCO CATEGORY | | | CHANGE | | ALL | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | MALE | FEM | | |
| PROFESSIONAL | CLF | % | | | 32.1 | 60.6 | 26.9 | 2.3 | 2.8 | 2.2 | 1.1 | 2.5 | 1.1 | .2 | .1 | | | |
| | 19XX | # | 5442 | | 956 | 4221 | 891 | 34 | 8 | 103 | 27 | 49 | 17 | 79 | 13 | | | |
| 0460 | | % | | | 17.6 | 77.6 | 16.4 | .6 | .1 | 1.9 | .5 | .9 | .3 | 1.5 | .2 | | | |
| FORESTRY | 19XX | # | 5404 | | 1038 | 4095 | 968 | 32 | 8 | 106 | 29 | 48 | 20 | 85 | 13 | | | |
| | | % | | | 19.2 | 75.8 | 17.9 | .6 | .1 | 2.0 | .5 | .9 | .4 | 1.6 | .2 | | | |
| | %CHANGE | | | | 1.6 | 1.8- | 1.5 | .0 | .0 | .1 | .0 | .0 | .1 | .1 | .0 | | | |
| PROFESSIONAL | 19XX | # | 4652 | | 538 | 3650 | 495 | 289 | 24 | 85 | 10 | 10 | 4 | 70 | 5 | | | |
| | | % | | | 11.6 | 78.5 | 10.6 | 6.4 | .5 | 1.8 | .2 | .2 | .1 | 1.5 | .1 | | | |
| 0457 | | % | | | 552 | 3557 | 510 | 293 | 21 | 88 | 11 | 12 | 4 | 66 | 6 | | | |
| SOIL CONSERVATION | 19XX | # | 4568 | | 12.1 | 77.9 | 11.2 | 6.4 | .5 | 1.9 | .2 | .3 | .1 | 1.4 | .1 | | | |
| | %CHANGE | | | | .5 | .6- | .6 | .0 | .0 | .1 | .0 | .1 | .0 | .1 | .0 | | | |
| PROFESSIONAL | 19XX | # | 3833 | | 512 | 3035 | 461 | 202 | 38 | 45 | 8 | 9 | 2 | 30 | 3 | | | |
| | | % | | | 13.4 | 79.2 | 12.0 | 5.3 | 1.0 | 1.2 | .2 | .2 | .1 | .8 | .1 | | | |
| 0475 | | % | | | 541 | 2985 | 480 | 201 | 41 | 43 | 12 | 9 | 5 | 32 | 3 | | | |
| AGRL MGMT | 19XX | # | 3811 | | 14.2 | 78.3 | 12.6 | 5.3 | 1.1 | 1.1 | .3 | .2 | .1 | .8 | .1 | | | |
| | %CHANGE | | | | .8 | .9- | .6 | .0 | .1 | .1- | .1 | .0 | .0 | .0 | .0 | | | |
| PROFESSIONAL | 19XX | # | 1866 | | 240 | 1295 | 178 | 75 | 37 | 40 | 8 | 206 | 15 | 10 | 2 | | | |
| | | % | | | 12.9 | 69.4 | 9.5 | 4.0 | 2.0 | 2.1 | .4 | 11.0 | .8 | .5 | .1 | | | |
| 0701 | | % | | | 259 | 1282 | 198 | 75 | 37 | 41 | 8 | 204 | 14 | 9 | 2 | | | |
| VETERINARY MEDICAL SCIENCE | 19XX | # | 1870 | | 13.9 | 68.6 | 10.6 | 4.0 | 2.0 | 2.2 | .4 | 10.9 | .7 | .5 | .1 | | | |
| | %CHANGE | | | | 1.0 | .8- | 1.1 | .0 | .0 | .1 | .0 | .1- | .1- | .0 | .0 | | | |
| PROFESSIONAL | 19XX | # | 1852 | | 222 | 1503 | 187 | 19 | 8 | 44 | 12 | 32 | 8 | 32 | 7 | | | |
| | | % | | | 12.0 | 81.2 | 10.1 | 1.0 | .4 | 2.4 | .6 | 1.7 | .4 | 1.7 | .4 | | | |
| 0810 | | % | | | 239 | 1470 | 200 | 23 | 9 | 48 | 12 | 33 | 11 | 30 | 7 | | | |
| CIVIL ENGINEERING | 19XX | # | 1843 | | 13.0 | 79.8 | 10.9 | 1.2 | .5 | 2.6 | .7 | 1.8 | .6 | 1.6 | .4 | | | |
| | %CHANGE | | | | 1.0 | 1.4- | .8 | .2 | .1 | .2 | .1 | .1 | .2 | .1- | .0 | | | |
| PROFESSIONAL | 19XX | # | 1543 | | 154 | 1266 | 144 | 84 | 5 | 15 | 2 | 12 | 0 | 12 | 3 | | | |
| | | % | | | 10.0 | 82.0 | 9.3 | 5.4 | .3 | 1.0 | .1 | .8 | .0 | .8 | .2 | | | |
| 0470 | | % | | | 154 | 1239 | 145 | 82 | 5 | 15 | 2 | 11 | 0 | 11 | 2 | | | |
| SOIL SCIENCE | 19XX | # | 1512 | | 10.2 | 81.9 | 9.6 | 5.4 | .3 | 1.0 | .1 | .7 | .0 | 1- | .1 | | | |
| | %CHANGE | | | | .2 | .1- | .3 | .0 | .0 | .0 | .0 | .1- | .0 | .1- | .1- | | | |
| PROFESSIONAL | 19XX | # | 999 | | 147 | 787 | 131 | 27 | 9 | 13 | 3 | 9 | 4 | 16 | 0 | | | |
| | | % | | | 14.7 | 78.8 | 13.1 | 2.7 | .9 | 1.3 | .3 | .9 | .4 | 1.5 | .0 | | | |
| 0401 | | % | | | 195 | 878 | 175 | 34 | 12 | 18 | 3 | 11 | 4 | 20 | 1 | | | |
| GEN BIOLCL SCI | 19XX | # | 1156 | | 16.9 | 76.0 | 15.1 | 2.9 | 1.0 | 1.6 | .3 | 1.0 | .3 | 1.7 | .1 | | | |
| | %CHANGE | | | | 2.2 | 2.8- | 2.0 | .2 | .1 | .3 | .0 | .1 | .1- | .1 | .1 | | | |
| PROFESSIONAL | 19XX | # | 1122 | | 206 | 712 | 141 | 45 | 13 | 105 | 32 | 50 | 17 | 4 | 3 | | | |
| | | % | | | 18.4 | 63.5 | 12.6 | 4.0 | 1.2 | 9.4 | 2.9 | 4.5 | 1.5 | .4 | .3 | | | |
| 0436 | | % | | | 213 | 700 | 145 | 49 | 14 | 101 | 33 | 47 | 18 | 4 | 3 | | | |
| PLT PROTECTION & QUAR | 19XX | # | 1114 | | 19.1 | 62.8 | 13.0 | 4.4 | 1.3 | 9.1 | 3.0 | 4.2 | 1.6 | .4 | .3 | | | |
| | %CHANGE | | | | .7 | .7- | .4 | .4 | .1 | .3- | .1 | .3- | .1 | .0 | .0 | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

Classified Employee Control Listing Of Within-Grade Increase Forms For F/T And P/T Employees

Available Distribution Levels: POI

[illegible]

Classified Employee Within-Grade Increase Sixteen Week Listing For F/T And P/T Employees

Available Distribution Levels: POI

[illegible]

Title I
Chapter 20
Section 5

Classified Employee WGI Status Sixteen Week Listing For F/T And P/T Employees

Available Distribution Levels: POI

| | | | |
|---|----------------------------|---|------------------------------------|
| PREPARED XX/XX/XX | AECO36S2 | CLASSIFIED EMPLOYEE WGI STATUS SIXTEEN WEEK LISTING FOR F/T AND P/T EMPLOYEES - AS OF XX/XX/XX | PAGE 1 |
| A WITHIN GRADE INCREASE ACTION WILL NOT BE PROCESSED FOR THESE EMPLOYEES - DUE TO LESS THAN SATISFACTORY PERFORMANCE TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL | | | |
| ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | |
| AG 03 03 AGRICULTURAL RESEARCH SERVICE | | POI 4860 BELTSVILLE, MD | |
| EMPLOYEE NAME | OFFICIAL TITLE OF POSITION | DUTY STATION LOCATION | |
| ORG. | PAY | COMMENCING | PROJECTED NON-PAY INTERMITTENT |
| STRUCT. LEVELS | PAY | OCC | RATE INDIVIDUAL MASTER DATE TOWARD |
| SOC. SEC. NO - 2 - - THRU - - 8 - | PL AN GRADE | SERIES DETR POS NO | REC. NO WGI D S CODES |
| DOE, JANE R | COMPR PROGMR | BELTSVILLE, MD | |
| 000-45-6789 1019152145846589 | GS 11 2 0560 0 00613685 | 6N3685 XX/XX/XX 24 0100 033 | XX 20.00 000 0000 |
| SMITH, ANDREW M | RES ENT | BELTSVILLE, MD | |
| 000-65-4321 1019152145846589 | GS 12 2 0438 0 006P856 | 1A7856 XX/XX/XX 24 0100 033 | XX 20.00 000 0000 |
| EMPLOYING OFFICE TOTAL | | 1 | |

Compensatory Time For Religious Observance

Available Distribution Levels: POI

[illegible]

Payroll/Personnel Manual Reports Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 28

Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Sequence Of Data: PATCO category, pay level

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-12 | | AARU4002 | FYXX | COMPETITIVE PROMOTIONS BY PATCO & PAY LEVEL | | | | | | | | | | | | PAGE 79 | | | |
|---------------------|-------------|----------|--|---|--------------------------------|------|----------|------|------------|----------|----------|------------|-----------------------|----------|------------------------|------------|-----|----|----|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE EMPLOYMT COV: PFT & PPT | | | | | | | | | | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | | |
| PAT | | TOTAL | WHITE | | | | BLACK | | | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | | |
| CO | PAY LEVEL | NO. | MALE NO. | % | FEMALE NO. | % | MALE NO. | % | FEMALE NO. | MALE NO. | % | FEMALE NO. | % | MALE NO. | % | FEMALE NO. | % | | |
| P | GS 05 | 1 | 1 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 07 | 2 | 0 | 0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 1 | 50.0 | 0 | .0 | |
| | GS 09 | 2 | 1 | 50.0 | 0 | .0 | 0 | .0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 11 | 5 | 5 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 12 | 7 | 5 | 71.4 | 1 | 14.3 | 0 | .0 | 1 | 14.3 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS/GM 13 | 25 | 12 | 8.0 | 9 | 36.0 | 2 | 8.0 | 0 | .0 | 1 | 4.0 | 1 | 4.0 | 0 | .0 | 0 | .0 | |
| | GS/GM 14 | 18 | 11 | 61.1 | 6 | 33.3 | 1 | 5.6 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS/GM 15 | 18 | 15 | 83.3 | 1 | 5.6 | 0 | .0 | 0 | .0 | 1 | 5.6 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM | 78 | 50 | 64.1 | 23.1 | 23.1 | 4 | 5.1 | 2 | 2.6 | 1 | 1.3 | 1 | 1.3 | 1 | 1.3 | 0 | .0 | |
| P | OTHER 13 | 4 | 0 | .0 | 2 | 50.0 | 1 | 25.0 | 1 | 25.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | OTHER 14 | 2 | 1 | 50.0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL OTHER | 6 | 1 | 16.7 | 3 | 50.0 | 1 | 16.7 | 1 | 16.7 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| PATCO TOTAL | | 84 | 51 | 60.7 | 21 | 25.0 | 5 | 6.0 | 3 | 3.6 | 1 | 1.2 | 1 | 1.2 | 1 | 1.2 | 0 | .0 | |
| A | GS 05 | 2 | 0 | .0 | 1 | 50.0 | 150.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | GS 07 | 5 | 2 | 40.0 | 1 | 20.0 | 240.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | GS 09 | 7 | 0 | .0 | 4 | 57.1 | 0 | .0 | 3 | 42.9 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 11 | 12 | 2 | 16.7 | 5 | 41.7 | 1 | 8.3 | 4 | 33.3 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 12 | 6 | 2 | 33.3 | 4 | 66.7 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS/GM 13 | 30 | 13 | 43.3 | 12 | 40.0 | 1 | 3.3 | 3 | 10.0 | 13.3 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | GS/GM 14 | 10 | 5 | 50.0 | 3 | 30.0 | 110.0 | 1 | 10.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | GS/GM 15 | 7 | 4 | 57.1 | 2 | 28.6 | 114.3 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | TOTAL GS/GM | 79 | 28 | 35.4 | 32 | 40.5 | 7 | 8.9 | 11 | 13.9 | 11.3 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| A | OTHER 11 | 2 | 0 | .0 | 2 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | OTHER 13 | 1 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 1 | 100 | 0 | .0 | |
| | OTHER 14 | 4 | 1 | 25.0 | 1 | 25.0 | 250.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | | |
| | OTHER 15 | 1 | 1 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL OTHER | 8 | 2 | 25.0 | 3 | 37.5 | 225.0 | 0 | .0 | 0 | .0 | 0 | .0 | 1 | 12.5 | 0 | .0 | | |
| PATCO TOTAL | | 87 | 30 | 34.5 | 35 | 40.2 | 910.3 | 11 | 12.6 | 1 | 1.1 | 0 | .0 | 0 | .0 | 1 | 1.1 | | |
| T | GS 04 | 2 | 0 | .0 | 0 | .0 | 0 | .0 | 2 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 05 | 7 | 2 | 28.6 | 3 | 42.9 | 1 | 14.3 | 1 | 14.3 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 06 | 12 | 1 | 8.3 | 3 | 25.0 | 1 | 8.3 | 6 | 50.0 | 0 | .0 | 1 | 8.3 | 0 | .0 | 0 | .0 | |
| | GS 07 | 10 | 2 | 20.0 | 3 | 30.0 | 0 | .0 | 5 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 08 | 4 | 0 | .0 | 1 | 25.0 | 0 | .0 | 3 | 75.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 09 | 5 | 0 | .0 | 2 | 40.0 | 1 | 20.0 | 2 | 40.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 10 | 2 | 2 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 11 | 6 | 4 | 66.7 | 0 | .0 | 0 | .0 | 2 | 33.3 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 12 | 6 | 5 | 83.3 | 1 | 16.7 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM | 54 | 16 | 29.6 | 13 | 24.1 | 3 | 5.6 | 21 | 38.9 | 0 | .0 | 1 | 1.9 | 0 | .0 | 0 | .0 | |
| | T | OTHER 03 | 2 | 0 | .0 | 2 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 |
| | | OTHER 04 | 2 | 0 | .0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 1 | 50.0 | 0 | .0 | 0 | .0 |
| OTHER 05 | | 1 | 1 | 100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 29

Competitive Promotions By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-13 AARU4002 FYXX | | | COMPETITIVE PROMOTIONS BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 83 |
|-------------------------|-----------------|---|---|--------|--------------------------------|--------|-------------------------|--------|-----------------------|--------|------------------------|--------|---------|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | |
| PAT | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | |
| CO PAY LEVEL | | | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | |
| SERIES | NO. | | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | |
| 0110 ECONOMIST | | | | | | | | | | | | | |
| P | GS 09 | 1 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 14 | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 15 | 1 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1100 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 3 | 1 33.3 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 3 | 1 33.3 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | |
| 1529 MATH STATISTICIAN | | | | | | | | | | | | | |
| P | OTHER 13 | 1 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | OTHER 14 | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL OTHER | 2 | 1 50.0 | 0 .0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 2 | 1 50.0 | 0 .0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 1370 CARTOGRAPHY | | | | | | | | | | | | | |
| P | GS 12 | 4 | 4100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 13 | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 5 | 5100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 5 | 5100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 1360 OCEANOGRAPHY | | | | | | | | | | | | | |
| P | GS/GM 13 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 14 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 2 | 0 .0 | 2 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 2 | 0 .0 | 2 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 1315 HYDROLOGY | | | | | | | | | | | | | |
| P | GS 11 | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 0510 ACCOUNTING | | | | | | | | | | | | | |
| P | GS 07 | 1 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1100 | 0 .0 | 0 .0 | |
| | GS 12 | 1 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 13 | 2 | 1 50.0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 14 | 1 | 1100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 5 | 2 40.0 | 1 20.0 | 0 .0 | 1 20.0 | 0 .0 | 0 .0 | 0 .0 | 1 20.0 | 0 .0 | 0 .0 | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Title I
Chapter 20
Section 5

Control List For Supervisory/Managerial Probationary Forms

Report Number: AECO8301

Primary Sequence: Department, agency, POI

Brief Description: Provides notification that Form AD-773, Supervisory or Managerial Probationary Period Report, has been distributed for the employee approaching expiration of a supervisory/managerial probationary period. This report contains sensitive data; use is restricted.

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Control List For Supervisory/Managerial Probationary Forms

Available Media: Hard copy, electronic transmission

Production Frequency: Pay Period

Available Distribution Levels: POI

[illegible]

Control List For Supervisory/Managerial Probationary Period Report Forms

Available Distribution Levels: POI

[illegible]

Title I
Chapter 20
Section 5

Control Listing Of Performance Evaluation Forms Prepared For F/T And P/T Employees

Available Distribution Levels: POI

59

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 33

Conversion To Career Tenure Four Week Notification

Report Number: AECO37U8

Sequence Of Data: Employee name

Brief Description: Provides notification to the agency that an employee is approaching career tenure.

Other Sources For This Report:: RFQS, Conversion To Career Tenure Four Week Notification

Production Frequency: Pay Period

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency, POI

Available Distribution Levels: POI

| | | | | | | | | | | | | |
|--|--|---------|----------------------------|---------|--|-----------------|-----------------------|------------|--|-------------------------|--|--------------|
| PREPARED XX/XX/XX AECO37U8 CONVERSION TO CAREER TENURE FOUR WEEK NOTIFICATION | | | | | | | | | | | | PAGE 1 |
| AS OF XX/XX/XX | | | | | | | | | | | | |
| -->-->--> AN 880/CHG IN TENURE ACTION WILL BE PROCESSED FOR EACH LISTED EMPLOYEE | | | | | | | | | | | | <--<--<-- |
| -->-->--> UNLESS ACTION IS TAKEN TO ALTER THE CAREER-PERMANENT-TENURE-START DATE | | | | | | | | | | | | <--<--<--<-- |
| AG 03 03 AGRICULTURAL RESEARCH SERVICE | | | | | | | | | | POI 4816 WASHINGTON, DC | | |
| | | | | | | | | | | | | |
| EMPLOYEE NAME | | | OFFICIAL TITLE OF POSITION | | | | DUTY STATION LOCATION | | | | | |
| ORG. | | PAY | | PAY | | CAREER | | 880 | | NON-PAY | | INTERMITTENT |
| STRUCT. LEVELS | | OCC | | RATE | | INDIVIDUAL | | MASTER | | PERM-TEN-ST | | PROCESSING |
| SOC SEC NO -2- THRU -8- | | PLAN | | GRADE | | SERIES | | DETR | | POS. NO | | REC NO |
| DATE | | D S | | CODES | | PAY PERIOD | | HOURS | | WORKED | | ELAPSED |
| DOE, JANE | | | SECY TYPG | | | | WASHINGTON, DC | | | | | |
| 000-00-1234 4013003010000 | | GS 06 3 | | 0318 3 | | 091267 XX/XX/XX | | 11 0010 00 | | 13 | | 000 0000 |
| STRUCTURE LEVEL XX XX XXXX | | | | TOTAL 1 | | | | | | | | |
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Title I
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Section 5

Data For Preparation Of Semi-Annual Bond Report

Report Number: PAYE4704

Primary Sequence: Department, agency

Brief Description: Provides the number of full-time permanent employees on the payroll at the end of the period and the number of employees buying series E and/or H bonds as of the last day of the 6-month period in March/September. Also provides the percentage of employees participating in the purchase of savings bonds and the amount allotted by the agency for the purchase of E and H bonds during the period.

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Semiannual (fiscal year)

Available Distribution Levels: Department, agency

[illegible]

Defacto Employment

Production Frequency: Pay period

[illegible]

Title I
Chapter 20
Section 5

Detail In Support Of 113-A

Report Number: EMPR3101

Primary Sequence: Department, servicing agency, agency

Brief Description: Provides a detailed list of the totals appearing on the SF-113-A, Monthly Report of Federal Civilian Employment. The report identifies the social security number and surname for each employee included in the various line item totals on the SF-113-A. This report contains sensitive data; use is restricted.

Sequence Of Data: Line item, social security number

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Monthly

Available Distribution Levels: Prepared to lowest level of SF-113-A report distribution as requested by the agency

[illegible]

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Section 5

Exhibit 40

Detail Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Report Number: ADAM3002

Sequence Of Data: Authority, POI, employee name

Brief Description: Provides a detailed list of selected personnel authorities and employee name in agency and authority order.

Other Sources For This Report:: None

Production Frequency: Semiannual (fiscal year)

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency

Available Distribution Levels: Department, agency

| | | | | | | | | | | | |
|---|--------|---|------|--------|-------|-------------------|--------|-----------|------|------|--|
| ADAM3002 | | DETAIL REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, ALPHABETIC BY AGENCY DATE XX/XX/XX | | | | | | | | | |
| FOR THE PERIOD XX/XX/XX THRU XX/XX/XX | | | | | | | | | | | |
| U S DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE | | | | | | | | | | | |
| AUTHORITY | EMP | EMPLOYEE NAME | PAY | OCC | GRADE | DUTY STATION | NATURE | EFFECTIVE | TYPE | TYPE | |
| | OFFICE | | PLAN | SERIES | | ST CITY CTY | ACTION | DATE | EMP | APPT | |
| OFFICIAL TITLE | | | | | | | | | | | |
| SCH A 213.3102 (G) | 4822 | DOE | J R | ED | 0434 | 00 06 1260 095 | 16607 | XX/XX/XX | 3 | 08 | |
| PLANT PATH EXP | | | | | | | | | | | |
| SCH A 213.3102 (G) | 4822 | SMITH | M A | ED | 0434 | 00 06 1260 095 | 16607 | XX/XX/XX | 3 | 08 | |
| PLANT PATH EXP | | | | | | | | | | | |
| | | | | | | | | | | | |
| EMPLOYING OFFICE TOTAL | 2 | | | | | | | | | | |
| AUTHORITY TOTAL | 2 | | | | | | | | | | |
| SCH A 213.3102 (G) | 4822 | JOHNSON | A L | GS | 0203 | 04 06 3150 067 | 16607 | XX/XX/XX | 3 | 08 | |
| PERS CLK TYPG | | | | | | | | | | | |
| EMPLOYING OFFICE TOTAL | 1 | | | | | | | | | | |
| AUTHORITY TOTAL | 1 | | | | | | | | | | |
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Exhibit 41

Detail Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3001

Sequence Of Data: Authority, POI, employee name

Brief Description: Provides a detailed list of selected personnel authorities and employee name in authority and agency order.

Other Sources For This Report:: None

Production Frequency: Semiannual (fiscal year)

Available Media: Hard copy, electronic transmission

Primary Sequence: Department

Available Distribution Levels: Department

| | | | | | | | | | | | | | |
|---------------------------------------|----------------|--|---------------|---|---|-------------|---------------|-------|--------------|---------------------|--------------------|-------------|--------------|
| ADAM3001 | | DETAIL REPORT OF USE OF DELEGATIONS OF PERSONNEL AUTHORITIES, BY AUTHORITY | | | | | | | | | | | |
| FOR THE PERIOD XX/XX/XX THRU XX/XX/XX | | | | | | | | | | | DATE XX/XX/XX | | |
| U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | |
| AUTHORITY | AGENCY ABBR | EMP OFFICE | EMPLOYEE NAME | | | PAY PLAN | OCC SERIES | GRADE | DUTY STATION | NATURE OF ACTION | EFF DATE ACTION | TYPE EMP | TYPE APPT |
| OFFICIAL TITLE | | | | | | | | | | | | | |
| REG. 301.201 | APHIS | 0082 | SMITHS | T | J | GS | 0704 | 07 | 30 5300 000 | 43505 | XX/XX/XX | 1 | 03 |
| ANML HLTH TECHN CN | | | | | | | | | | | | | |
| REG. 301.201 | APHIS | 0082 | SMITHS | T | J | GS | 0704 | 07 | 30 5300 000 | 43505 | XX/XX/XX | 1 | 03 |
| ANML HLTH TECHN CN | | | | | | | | | | | | | |
| REG. 301.201 | APHIS | 0082 | JONES | A | B | GS | 0704 | 09 | 30 6300 000 | 43505 | XX/XX/XX | 5 | 03 |
| SUPVRY ANML HLTH TECHN CN | | | | | | | | | | | | | |
| EMPLOYING OFF TOTAL | | 3 | | | | | | | | | | | |
| AGENCY TOTAL | | 3 | | | | | | | | | | | |
| REG. 301.201 | FAS | | DOE | C | L | GS | 0318 | 05 | 20 8000 000 | 43506 | XX/XX/XX | 1 | 03 |
| SECY STENY | | | | | | | | | | | | | |
| EMPLOYING OFF TOTAL | | 1 | | | | | | | | | | | |
| AGENCY TOTAL | | 1 | | | | | | | | | | | |
| AUTHORITY TOTAL | | 4 | | | | | | | | | | | |
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Earnings Separated By Duty Station And Residence

Report Number: PAYE7703

Primary Sequence: Contact point, social security number

Brief Description: Provides a list of employee's earnings by duty station of work performed and residence in the states of Kansas and Missouri. This report contains sensitive data; use is restricted.

Sequence Of Data: Department, contact point

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Annual (fiscal year)

Available Distribution Levels: Contact point

[illegible]

**Payroll/Personnel Manual
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Section 5

Exhibit 44

**EEO Groups With Underrep Indices & No. Needed To Reach Parity By PATCO,
Series & Pay Level**

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides underrepresentation indices and the number of employees needed to reach parity by PATCO category and pay level for occupational series with 50 or more employees. Average grade by pay group and occupational series is also provided.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-5 AARU4002 FYXX | | | EEO GROUPS WITH UNDERREP INDICES & NO. NEEDED TO REACH PARITY BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 40 | |
|------------------------|-----------------|-------|--|----------------|--------------------------------|---------------|-------------------------|---------------|--------------|--------------------------|--------------|---------------------------|---------|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | | TOTAL | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | |
| SERIES | PAY LEVEL | NO. | MALE NO. | FEMALE NO. | MALE NO. | FEMALE NO. | MALE NO. | FEMALE NO. | MALE NO. | FEMALE NO. | MALE NO. | FEMALE NO. | | |
| 0460 FORESTRY | | | | | | | | | | | | | | |
| PROF. | GS 05 | 71 | 20 46/ 23 | 45 236/ 0 | 1 61/ 1 | 0 0/ 2 | 0 0/ 2 | 1 128/ 0 | 2 113/ 0 | 0 0/ 1 | 2 1K+/ 0 | 0 0/ 0 | | |
| | GS 07 | 193 | 70 60/ 47 | 99 191/ 0 | 3 68/ 2 | 0 0/ 6 | 4 94/ 1 | 5 236/ 0 | 2 42/ 3 | 4 189/ 0 | 2 521/ 0 | 4 1K+/ 0 | | |
| | GS 09 | 1266 | 737 96/ 31 | 414 122/ 0 | 5 17/ 25 | 4 11/ 32 | 35 126/ 0 | 11 79/ 3 | 16 51/ 16 | 10 72/ 4 | 28 1K+/ 0 | 6 478/ 0 | | |
| | GS 11 | 1708 | 1400 135/ 0 | 217 47/ 243 | 14 36/ 26 | 2 4/ 46 | 25 67/ 13 | 9 48/ 10 | 19 45/ 24 | 2 11/ 17 | 17 500/ 0 | 3 180/ 0 | | |
| | GS 12 | 1076 | 885 136/ 0 | 127 44/ 163 | 6 24/ 19 | 2 7/ 29 | 26 110/ 0 | 3 26/ 9 | 6 22/ 21 | 3 26/ 9 | 18 839/ 0 | 0 0/ 1 | | |
| | GS/GM 13 | 676 | 595 145/ 0 | 52 29/ 130 | 1 7/ 15 | 0 0/ 19 | 11 74/ 4 | 0 0/ 8 | 3 18/ 14 | 1 14/ 7 | 13 964/ 0 | 0 0/ 1 | | |
| | GS/GM 14 | 264 | 244 153/ 0 | 9 13/ 62 | 2 33/ 4 | 0 0/ 8 | 4 69/ 2 | 0 0/ 3 | 0 0/ 7 | 0 0/ 3 | 5 949/ 0 | 0 0/ 1 | | |
| | GS/GM 15 | 109 | 104 157/ 0 | 4 14/ 26 | 0 0/ 3 | 0 0/ 3 | 1 42/ 2 | 0 0/ 2 | 0 0/ 3 | 0 0/ 2 | 0 0/ 1 | 0 0/ 1 | | |
| | GS 16-18 & SES | 41 | 40 161/ 0 | 1 9/ 10 | 0 0/ 1 | 0 0/ 2 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 0 | 0 0/ 0 | | |
| | TOTAL GS/GM/SES | 5404 | 4095 125/ 0 | 968 67/ 486 | 32 26/ 93 | 8 5/ 144 | 106 89/ 13 | 29 49/ 31 | 48 36/ 88 | 20 34/ 40 | 85 789/ 0 | 13 245/ 0 | | |
| | AV GRADE | 11.02 | 11.38 | 9.74 | 10.56 | 10.25 | 10.79 | 9.45 | 10.17 | 9.45 | 10.80 | 8.85 | | |
| 0457 SOIL CONSERVATION | | | | | | | | | | | | | | |
| PROF. | GS 05 | 55 | 23 69/ 11 | 19 128/ 0 | 8 633/ 0 | 0 0/ 2 | 1 83/ 1 | 0 0/ 1 | 2 146/ 0 | 0 0/ 1 | 1 912/ 0 | 1 1K+/ 0 | | |
| | GS 07 | 243 | 121 82/ 27 | 88 135/ 0 | 15 269/ 0 | 8 118/ 0 | 4 75/ 2 | 2 75/ 1 | 0 0/ 6 | 0 0/ 3 | 5 1K+/ 0 | 0 0/ 1 | | |
| | GS 09 | 1034 | 672 107/ 0 | 227 82/ 52 | 75 316/ 0 | 9 31/ 20 | 22 97/ 1 | 5 44/ 7 | 4 16/ 22 | 2 18/ 10 | 16 776/ 0 | 2 198/ 0 | | |
| | GS 11 | 2103 | 1750 137/ 0 | 133 24/ 433 | 131 271/ 0 | 4 7/ 55 | 41 89/ 6 | 4 18/ 20 | 4 8/ 49 | 2 9/ 22 | 32 763/ 0 | 2 100/ 0 | | |
| | GS 12 | 698 | 618 146/ 0 | 30 16/ 158 | 31 193/ 0 | 0 0/ 20 | 12 78/ 4 | 0 0/ 8 | 0 0/ 18 | 0 0/ 8 | 6 432/ 0 | 1 148/ 0 | | |
| | GS/GM 13 | 339 | 296 144/ 0 | 11 12/ 81 | 23 295/ 0 | 0 0/ 10 | 3 40/ 5 | 0 0/ 4 | 2 24/ 7 | 0 0/ 4 | 4 592/ 0 | 0 0/ 1 | | |
| | GS/GM 14 | 50 | 42 139/ 0 | 1 7/ 13 | 5 435/ 0 | 0 0/ 2 | 1 91/ 1 | 0 0/ 1 | 0 0/ 2 | 0 0/ 1 | 1 1K+/ 0 | 0 0/ 0 | | |
| | GS/GM 15 | 22 | 17 128/ 0 | 0 0/ 6 | 4 791/ 0 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 1 1K+/ 0 | 0 0/ 0 | | |
| | GS 16-18 & SES | 16 | 14 144/ 0 | 1 23/ 4 | 1 272/ 0 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 1 | 0 0/ 0 | 0 0/ 0 | | |
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Exhibit 46

Employees Approaching Expiration Of Grade Retention

Report Number: AECO37T9

Brief Description: Provides notification of employees approaching expiration of grade retention. It is generated 3 pay periods prior to the expiration date. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Organizational structure, employee name

Other Sources For This Report:: RFQS, Employees Approaching Expiration of Grade Retention

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--------------------------------|--|--|--|--|--|-----------------|--|---------------------------|--|----------------|--|------------------------|--------|---------|--|---------|--|-------|--|-----------------|--|--|
| PRRPARED XX/XX/XX AECO37T9 EMPLOYEES APPROACHING EXPIRATION OF GRADE RETENTION - AS OF - XX/XX/XX | | | | | | | | | | | | | | | PAGE 1 | | | | | | | | | |
| ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | | | | | | | | | | | | | | | | | | | | | | |
| AG 03 03 AGRICULTURAL RESEARCH SERVICE | | | | | | | | POI | | 4860 | | BELTSVILLE, MD | | | | | | | | | | | | |
| EMPLOYEE NAME | | | | | | | | INDIVIDUAL | | * CURRENT PAID GRADE DATA | | | | * GRADE RETENTION DATA | | | | | | | | | | |
| SOCIAL SECURITY | | ORGANIZATIONAL STRUCTURE CODES | | | | | | POSITION NUMBER | | * P/P SER | | FUNC /STEP | | AMOUNT | | RT PRD* | | P/P SER | | FUNC | | EXPIRATION DATE | | |
| DOE, JANE | | | | | | | | | | | | | | | | | | | | | | | | |
| 000-11-2222 | | 10 12 1255 05 01 00 00 | | | | | | 00885104 | | * WG 6907 | | 00 | | 06/05 000011.39 | | PH A* | | WG 6907 | | 00 05 | | XX/XX/XX | | |
| SMITH, JOHN | | | | | | | | | | | | | | | | | | | | | | | | |
| 000-22-3333 | | 10 12 1255 05 01 00 00 | | | | | | 008C2302 | | * WG 5703 | | 00 | | 06/05 000011.39 | | PH A* | | WG 6907 | | 00 05 | | XX/XX/XX | | |
| JONES, ANNIE | | | | | | | | | | | | | | | | | | | | | | | | |
| 000-12-3456 | | 10 12 1260 10 05 05 00 | | | | | | 008A5603 | | * WG 3603 | | 00 | | 10/05 000014.32 | | PH A* | | WG 3603 | | 00 08 | | XX/XX/XX | | |
| WILLIAMS, ANDREW | | | | | | | | | | | | | | | | | | | | | | | | |
| 000-34-9876 | | 10 12 1265 20 00 00 00 | | | | | | 003B4489 | | * GS 1320 | | 11 | | 12/07 042989.00 | | PA B* | | GS 1320 | | 31 11 | | XX/XX/XX | | |
| STRUCTURE LEVEL 10 12 | | | | | | | | TOTAL | | 4 | | | | | | | | | | | | | | |
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Employees Approaching Expiration Of Limited Appointment – Temporary

Available Distribution Levels: POI

[illegible]

Employees Reassigned Because Of RIF

Available Distribution Levels: Department, agency

[illegible]

Employees Separated Because Of RIF

Available Distribution Levels: Department, agency

[illegible]

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Section 5

Employees With Dual Appointments

Report Number: BEAR7071

Sequence Of Data: Social security number

Brief Description: Provides a list of employees working under two different appointments. This report contains sensitive data; use is restricted.

Other Sources For This Report:: None

Production Frequency: Pay period

Available Media: Hard copy, electronic transmission

Primary Sequence: Agency

Available Distribution Levels: Agency

[illegible]

Employment & Goals Report By Occupational Series

[illegible]

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Section 5

Employment & Goals Summary

Available Distribution Levels: Department, agency, organizational structure to the 8th level

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Employment And % Of Representation Of Most-Populous PATCO Series

Available Distribution Levels: Hard copy, microfilm, microfiche, electronic transmission

[illegible]

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Error Analysis By Contact Point

Report Number: TIME 3201

Primary Sequence: Agency

Brief Description: Provides a list of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected. Timekeepers should use this report as a review with emphasis on eliminating future errors. This report contains sensitive data; use is restricted.

Sequence Of Data: Contact point, POI, social security number

Other Sources For This Report:: CULPRPT,
P0053, Error Analysis by Contact Pt

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: Contact point, POI

[illegible]

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Exhibit 57

Error Analysis By Personnel Office Identifier

Report Number: TIME 3202

Primary Sequence: POI

Brief Description: Provides a list of the total number of Time and Attendance Report conditions corrected by NFC during the processing of salary payments. It is produced each pay period when an error is detected.

Sequence Of Data: Agency, POI

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: POI

| REPORT ID: TIME 3202 | | ERROR ANALYSIS BY PERSONNEL OFFICE IDENTIFIER | | DATE PREPARED: XX/XX/XX | |
|--------------------------|------|---|--------------|-------------------------|--|
| PROCESSNG PAY PERIOD: 13 | | | | PAGE 1 | |
| AGENCY | POI | TOTAL T&A-S | TOTAL ERRORS | | |
| 01 | 5260 | 4 | 4 | | |
| 02 | 4822 | 326 | 393 | | |
| 03 | 4860 | 836 | 1141 | | |
| 05 | 4881 | 41 | 51 | | |
| | 4882 | 65 | 80 | | |
| 07 | 4916 | 62 | 76 | | |
| | 4917 | 32 | 36 | | |
| | 4918 | 11 | 14 | | |
| | 4919 | 30 | 35 | | |
| | 4920 | 60 | 70 | | |
| | 4921 | 7 | 7 | | |
| | 4922 | 40 | 59 | | |
| | 4923 | 32 | 40 | | |
| | 4924 | 24 | 32 | | |
| | 4925 | 22 | 22 | | |
| | 4926 | 18 | 19 | | |
| | 4927 | 52 | 62 | | |
| | 4928 | 34 | 50 | | |
| | 4929 | 50 | 64 | | |

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Grade Distribution Summary

Report Number: EEOT3004

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Brief Description: Provides Equal Employment Opportunity (EEO) data that reflects the current grade distribution and representation by employment group and pay plan. It also reflects the grade averages for the current fiscal year and the past 3 fiscal years by employment group and pay plan.

Sequence Of Data: Grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 8th level

[illegible]

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Exhibit 61

Health Insurance

Report Number: PACS452-1

Primary Sequence: Agency

Brief Description: Provides the total amount of employee deductions and agency contributions for non-Federal health benefits in four different categories; i.e., self only – full-time, self only – part-time, family – full-time, and family – part-time. It also identifies the total number of employees enrolled in each category.

Sequence Of Data: Group number, plan

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: Agency

| | | | |
|--|---------------------|----------------------|-----------------|
| REPORT ID: PACS452-1 FARM CREDIT ADMINISTRATION | | | |
| HEALTH INSURANCE | | | |
| REPORT FOR PAY PERIOD 15 XX/XX/XX TO XX/XX/XX | | | |
| GROUP NO. A 1226 WO | | | |
| | EMPLOYEE DEDUCTIONS | AGENCY CONTRIBUTIONS | NUMBER ENROLLED |
| SELF ONLY – FULL-TIME | \$2,213.28 | \$7,795.77 | 159 |
| SELF ONLY – PART-TIME | \$43.34 | \$19.61 | 1 |
| SELF ONLY – UNPAID | | | |
| FAMILY – FULL-TIME | \$6,348.27 | \$22,421.16 | 183 |
| FAMILY – PART-TIME | \$7.53 | \$98.02 | 1 |
| FAMILY – UNPAID | | | 0 |
| TOTALS | \$8,612.42 | \$30,334.56 | 334 |
| SELF ONLY – PREMIUM ADJUSTMENTS | \$0.00 | \$0.00 | |
| FAMILY – PREMIUM ADJUSTMENTS | \$51.66 | \$0.00 | |
| PREMIUM PAYMENT | \$38,946.98 | | |
| * INDICATES NUMBER OF EMPLOYEES IN UNPAID STATUS FOR WHOM NO DEDUCTIONS WERE WITHHELD – PREMIUM PAID BY AGENCY | | | |
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Individual Retirement Record – Civil Service Retirement System (CSRS)

Available Distribution Levels: Agency (upon request)

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Individual Retirement Record – Federal Employees Retirement System (FERS)

Available Distribution Levels: Agency (upon request)

90 Issued 02/13/09

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Exhibit 64
Page 1

Interim Performance Evaluation

Report Number: Memorandum

Production Frequency: Pay Period

Brief Description: Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance evaluation in compliance with the Department's performance management system. The report consists of 2 parts. **Part 1** is for Nature of Action Codes (NOAC) 702 and 721, Authority code N7M, or NOAC 702, Authority code N6M or H5M. **Part 2** is for all other NOAC's and authorities.

Primary Sequence: N/A

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Interim Performance Evaluation

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

| | |
|--|----------------------------|
| SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M) OR NOAC 702 AND AUTHORITY CODE N6M OR H5M) | |
| MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE) | |
| FROM: | PERSONNEL OFFICER |
| SUBJECT: | SUMMARY PERFORMANCE RATING |
| THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE: | |
| NAME: JAMES S. JONES | |
| PAY PLAN, SERIES, GRADE: GS, 1340, 007 | |
| ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635 | |
| BEGINNING DATE OF RATING PERIOD: XX/XX/XX | |
| ENDING DATE OF RATING PERIOD: XX/XX/XX | |
| UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE. | |
| PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE. | |
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Part 1. NOAC's 702 and 721, Authority Code N7M, or Noac 702, Authority Code N6M or H5M

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Exhibit 64
Page 2

Interim Performance Evaluation *(cont'd)*

| | |
|--|----------------------------|
| SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR ALL OTHER NOAC'S AND AUTHORITIES) | |
| MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE) | |
| FROM: | PERSONNEL OFFICER |
| SUBJECT: | SUMMARY PERFORMANCE RATING |
| THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE: | |
| NAME: JAMES S. JONES | |
| PAY PLAN, SERIES, GRADE: GS, 1340, 007 | |
| ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635 | |
| BEGINNING DATE OF RATING PERIOD: XX/XX/XX | |
| ENDING DATE OF RATING PERIOD: XX/XX/XX | |
| UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE. | |
| PLEASE COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE AND SUBMIT IT TO MY OFFICE BY XX/XX/XX. | |
| IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUIREMENT, CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE). | |
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| | |

Part 2. All other NOAC's and Authorities

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Internal Movement Goal Accomplishments By PATCO

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

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Exhibit 66

Internal Movement Goal Accomplishments By Series With 50 Or More

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of internal movements during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| | | | | | | | | | | | | | | | | |
|----------------------------|----------|------|--|----|--------------------------------|--|-------------------------|--|----------|--|----------|--|------------|--|-------------|--|
| DN-714-9 | AARU4002 | FYXX | INTERNAL MOVEMENT GOAL ACCOMPLISHMENTS BY SERIES WITH 50 OR MORE | | | | | | | | | | PAGE 146 | | | |
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | |
| SERIES NAME | | | PLANNED/ | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ | | AM. INDIAN/ | |
| PATCO SERIES CODE | | | ACTUAL | | ALL FEM | | MALE FEM | | MALE FEM | | MALE FEM | | MALE FEM | | MALE FEM | |
| PROF. 0460 | | | PLAN# | | | | | | | | | | | | | |
| FORESTRY | | | ACT # | | 358 165 | | 165 157 | | 3 2 | | 11 2 | | 4 4 | | 10 0 | |
| PROF. 0457 | | | PLAN# | | | | | | | | | | | | | |
| SOIL CONSERVATION | | | ACT # | | 158 50 | | 93 47 | | 8 1 | | 3 1 | | 1 0 | | 3 1 | |
| PROF. 0475 | | | PLAN# | | | | | | | | | | | | | |
| AGRL MGMT | | | ACT # | | 144 62 | | 73 54 | | 7 6 | | 0 1 | | 0 1 | | 2 0 | |
| PROF. 0701 | | | PLAN# | | | | | | | | | | | | | |
| VETERINARY MEDICAL SCIENCE | | | ACT # | | 14 7 | | 6 7 | | 0 0 | | 1 0 | | 0 0 | | 0 0 | |
| PROF. 0810 | | | PLAN# | | | | | | | | | | | | | |
| CIVIL ENGINEERING | | | ACT # | | 79 23 | | 46 23 | | 3 0 | | 2 0 | | 4 0 | | 1 0 | |
| PROF. 0470 | | | PLAN# | | | | | | | | | | | | | |
| SOIL SCIENCE | | | ACT # | | 38 15 | | 21 13 | | 1 1 | | 1 1 | | 0 0 | | 0 0 | |
| PROF. 0401 | | | PLAN# | | | | | | | | | | | | | |
| GEN BIOLCL SCI | | | ACT # | | 247 65 | | 160 59 | | 9 4 | | 6 0 | | 1 1 | | 6 1 | |
| PROF. 0436 | | | PLAN# | | | | | | | | | | | | | |
| PLT PROTECTION & QUAR | | | ACT # | | 25 12 | | 8 9 | | 1 1 | | 2 1 | | 2 1 | | 0 0 | |
| PROF. 0486 | | | PLAN# | | | | | | | | | | | | | |
| WILDLIFE BIOLOGY | | | ACT # | | 131 65 | | 53 60 | | 3 2 | | 7 0 | | 0 2 | | 3 1 | |
| PROF. 0110 | | | PLAN# | | | | | | | | | | | | | |
| ECONOMIST | | | ACT # | | 28 11 | | 12 7 | | 3 3 | | 1 0 | | 0 1 | | 1 0 | |
| PROF. 1320 | | | PLAN# | | | | | | | | | | | | | |
| CHEMISTRY | | | ACT # | | 19 6 | | 13 6 | | 0 0 | | 0 0 | | 0 0 | | 0 0 | |
| PROF. 0510 | | | PLAN# | | | | | | | | | | | | | |
| ACCOUNTING | | | ACT # | | 44 24 | | 14 16 | | 1 7 | | 4 1 | | 0 0 | | 1 0 | |

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Exhibit 68

Involuntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of involuntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-11 AARU4002 | | FYXX | INVOLUNTARY SEPARATIONS BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 70 | |
|--------------------------|-----------------|------|--|--------|--------------------------------|--------|----------|-------------------------|-----------------------|--------|------------------------|--------|---------|----|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| PAT | TOTAL | | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| CO | PAY LEVEL | | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | |
| SERIES | NO. | | NO. | % | NO. | % | NO. | % | NO. | % | NO. | % | | |
| 1224 PATENT EXAMINING | | | | | | | | | | | | | | |
| P | GS 09 | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM/SES | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | SERIES TOTAL | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| 1310 PHYSICS | | | | | | | | | | | | | | |
| P | OTHER 16-18 | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL OTHER | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | SERIES TOTAL | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| 0855 ELCTRON ENGINEERING | | | | | | | | | | | | | | |
| P | GS/GM 13 | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM/SES | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| P | OTHER 11 | 1 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL OTHER | 1 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | SERIES TOTAL | 2 | 1 | 50.0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 |
| 0801 GENERAL ENGINEERING | | | | | | | | | | | | | | |
| P | OTHER 15 | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL OTHER | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | SERIES TOTAL | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| 0856 ELCTRON TECHNCN | | | | | | | | | | | | | | |
| T | GS 04 | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | GS 11 | 1 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM/SES | 2 | 1 | 50.0 | 0 | .0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 |
| | SERIES TOTAL | 2 | 1 | 50.0 | 0 | .0 | 1 | 50.0 | 0 | .0 | 0 | .0 | 0 | .0 |
| 1863 FOOD INSPECTION | | | | | | | | | | | | | | |
| T | GS 08 | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | TOTAL GS/GM/SES | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
| | SERIES TOTAL | 1 | 0 | .0 | 0 | .0 | 1100 | 0 | .0 | 0 | .0 | 0 | .0 | |
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Exhibit 69

Leave Error Report

Report Number: TIME4004

Production Frequency: Odd-numbered pay periods

Brief Description: Provides a list of leave discrepancies between the Payroll/Personnel data base and the Time and Attendance Report (T&A). It identifies year-to-date totals from the Payroll/Personnel data base and the leave balances from the latest T&A processed. It should be reviewed and the leave records audited to determine the correct leave balances. This report contains sensitive data; use is restricted.

Primary Sequence: POI, contact point

Sequence Of Data: Social security number

Other Sources For This Report:: CULPRPT, P0152, Leave Error Report

Available Media: Hard copy, electronic transmission

Available Distribution Levels: Contact point

| | | | | | | | | | | | | | | |
|---|------|-------|------|------------------------|--------|--------|-----|----------------------------|-----|-----------|---|---------|---------|---------|
| REPORT ID: TIME4004 | | | | LEAVE ERROR REPORT | | | | DATE PREPARED: XX/XX/XX | | | | PAGE 1 | | |
| SENSITIVE PERSONNEL DATA - USE IS RESTRICTED | | | | | | | | | | | | | | |
| CONTACT POINT: 07 29 7780 02 00 | | | | EMPLOYING OFFICE: 0701 | | | | | | | | | | |
| * | | | | * | | | | | | | | | | |
| * | | | | DATA BASE | | | | * | | | | | | |
| * | | | | * | | | | TIME AND ATTENDANCE REPORT | | | | | | |
| * | | | | * | | | | * | | | | | | |
| SSNO | TYPE | TYPE | * | PRIOR | YTD | YTD | YTD | ENDING | P/T | CARRYOVER | * | ACCRUED | USED | END |
| | PP | LEAVE | EMPL | *CARRYOVER | EARNED | USED | CR | BALANCE | | BALANCE | * | THIS PP | THIS PP | BALANCE |
| NAME: SMITH ANNIE SCD DATE: XX/XX/XX A/L CATEGORY: 6 | | | | | | | | | | | | | | |
| 000-11-6789 | 26 | ANN | 1 | 135.00 | 160.00 | 153.00 | | 142.00 | | | | 6.00 | 1.00 | 143.00 |
| | | SICK | | 137.00 | 104.00 | 47.00 | | 194.00 | | | | 4.00 | | 191.00 |
| NAME: WILLIAMS DON SCD DATE: XX/XX/XX A/L CATEGORY: 8 | | | | | | | | | | | | | | |
| 000-22-7899 | 26 | SICK | 1 | 2756.00 | 104.00 | 19.00 | | 2841.00 | | | | 4.00 | | 3114.00 |
| TOTAL EMPLOYEES: 2 TOTAL ERRORS: 3 | | | | | | | | | | | | | | |
| CHANGES ANNOTATED ABOVE ARE CERTIFIED TO BE TRUE AND CORRECT AS OF PAY PERIOD _____ | | | | | | | | | | | | | | |
| CERTIFIED BY: | | | | | | | | | | DATE | | | | |
| | | | | | | | | | | | | | | |
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List Of Covered Employees

Available Distribution Levels: Agency

[illegible]

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Exhibit 72

List Of Employees Covered Under Option X

Report Number: PACS458-2

Primary Sequence: Agency

Brief Description: Provides information for each non-Federal life insurance option. An individual report is produced for each of the three options. **Note:** For Option 3, the Insurance Volume Column is blank.

Sequence Of Data: Policy number, age groups

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: Agency

| | | | | |
|---|--------------|----------------|-------------|----------|
| PACS458-2 | | | | PAGE 1 |
| PAY PERIOD 03 - XX/XX/XX TO XX/XX/XX | | | | |
| POLICY NUMBER GLUG-IN44 | | | | |
| NAME OF POLICY HOLDER: FARM CREDIT ADMINISTRATION | | | | |
| OPTION x | NO. ENROLLED | INSURANCE VOL. | RATE | PREMIUM |
| AGE GROUPS | | | | |
| UNDER 35 | 38 | 3,073,000 | .80/25000 | 98.34 |
| 35 - 39 | 21 | 2,622,000 | 1.05/25000 | 110.12 |
| 40 - 44 | 29 | 3,838,000 | 1.62/25000 | 248.70 |
| 45 - 49 | 17 | 2,430,000 | 2.65/25000 | 257.58 |
| 50 - 54 | 14 | 2,184,000 | 4.50/25000 | 393.12 |
| 55 - 59 | 6 | 756,000 | 6.92/25000 | 209.26 |
| 60 & OVER | 2 | 318,000 | 10.95/25000 | 139.28 |
| | | | | |
| TOTALS | 127 | 15,221,000 | | 1,456.40 |
| | | | | |
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Exhibit 73

Listing of Employees On LWOP Pending OWCP For 3 Or More Months

Report Number: BEAR8502

Brief Description: Provides a list of employees on leave without pay (LWOP) for at least 3 months due to a job-related injury whose Federal Employees Health Benefits (FEHB) carrier is not being paid through the automated system. The report advises the agency to contact the Office of Workers' Compensation Program (OWCP) or the employee to determine if the FEHB premiums are being paid by OWCP. If the FEHB premiums are being paid by OWCP, the agency should process Form SF-2810, Notice of Change in Health Benefits Enrollment, through the automated system to remove the employee's FEHB enrollment code from the Payroll/Personnel System database. The health benefits carrier will automatically be notified when the SF-2810 is processed. Also, the agency should notify OWCP of this change by mailing them all

OPF (official personnel folder) copies of FEHB documents, including Form SF-2809, Health Benefits Registration Form, and the SF-2810. The report is sorted by the social security number. The report contains sensitive personnel data, use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: RFQS, Listing of Employees on LWOP Pending OWCP for 3 or more Months

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

| | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|--|--|-----------------|--|--|------|-----------|--|------|--|--|-----------------------|--|--|--|--|--|--|
| BEAR8502 | | | | | | | LISTING OF EMPLOYEES ON LWOP PENDING OWCP FOR 3 OR MORE MONTHS | | | | | | | PAGE000001 | | | | | | |
| SENSITIVE PERSONNEL DATA - USE IS RESTRICTED | | | | | | | | | | | | | | | | | | | | |
| DEPT. XX | | | | | | | AGENCY XX | | | | | | | PERS. OFFICE ID: XXXX | | | | | | |
| THE FOLLOWING EMPLOYEES HAVE BEEN ON LWOP FOR AT LEAST 3 MONTHS. THEIR FEHB CARRIER IS NOT BEING PAID BY THE NATIONAL FINANCE CENTER. PLEASE CONTACT OWCP OR THE EMPLOYEES TO DETERMINE IF THE FEHB PREMIUMS ARE BEING PAID BY OWCP. IF THE PREMIUMS ARE BEING PAID BY OWCP, PROCESS A TRANSFER OUT (SF-2810) DOCUMENT THROUGH THE AUTOMATED SYSTEM TO REMOVE THE EMPLOYEE'S FEHB ENROLLMENT CODE FROM THE PAYROLL/PERSONNEL DATABASE. THE HEALTH BENEFITS CARRIER WILL AUTOMATICALLY BE NOTIFIED WHEN THE SF-2810 IS PROCESSED. PLEASE MAIL ALL OPF (OFFICIAL PERSONNEL FOLDER) COPIES OF FEHB DOCUMENTS (SF-2809a AND SF-2810a) TO OWCP | | | | | | | | | | | | | | | | | | | | |
| SOCIAL | | NAME | | | INJ. LEAVE DATE | | NOA | AUTH | NTE. DATE | | FEHB | | | | | | | | | |
| 000 11 2-34 | | DOE JANE H | | | XX/XX/XX | | XXX | XXX | XX/XX/XX | | XXX | | | | | | | | | |
| 000 33 9999 | | JOHNSON MARY | | | XX/XX/XX | | XXX | XXX | XX/XX/XX | | XXX | | | | | | | | | |
| 000 41 8888 | | SMITH JACK H | | | XX/XX/XX | | XXX | XXX | XX/XX/XX | | XXX | | | | | | | | | |
| 000 53 9999 | | WILLIAMS JOHN | | | XX/XX/XX | | XXX | XXX | XX/XX/XX | | XXX | | | | | | | | | |
| 000 | | | | | | | | | | | | | | | | | | | | |
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Listing Of Employees With Change In Union Dues

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Exhibit 76

Monthly Report Of Federal Civilian Employment

Report Number: EMPR127-1 (SF-113-A)

Production Frequency: Monthly

Brief Description: Provides the total paid employment by category and geographic area in Section I. Section II provides wages and lump sum payment data. Information on turnovers (accessions and separations) appears in Section III. Section IV provides data on paid employees subject to employment ceilings. This report is required by the Office of Personnel Management (OPM). It is the agency's responsibility to forward a copy of this report to OPM.

Primary Sequence: Department, servicing agency, agency

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Available Distribution Levels: Department, agency, POI, organizational structure

| | | | | | | |
|--------------------------------------|---------------------------------------|---|----------------------------------|----------------------------|------------------------------------|----------------|
| EMPR127-1 | | MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A FORMAT) | | | | |
| DATE PREPARED: XX/XX/XX | | DEPARTMENT: DEPARTMENT OF AGRICULTURE | | | | |
| | | AGENCY: AGRICULTURAL RESEARCH SERVICE | | | | |
| | | EMPLOYMENT COVERAGE: AGENCY REPORT | | | | |
| | | DC AG SA 07 AG 07 | | | | |
| EMPLOYMENT AS OF NOVEMBER 19XX | | PAYROLL FROM XX/XX/XX TO XX/XX/XX | | | TURNOVER FROM XX/XX/XX TO XX/XX/XX | |
| L | EMPLOYMENT, PAYROLL, | TOTAL | U.S. | FOREIGN | WASH., D.C. | OUTSIDE WASH., |
| N | TURNOVER, AND CEILING DATA | ALL AREAS | TERRITORIES | COUNTRIES | METRO. AREA | METRO. AREA |
| E | | (A) | (B) | (C) | (D) | (E) |
| SECTION I - CURRENT STATUS | | | | | | |
| 1 | TOTAL EMPLOYMENT | 8,500 | 49 | 49 | 2,200 | 4,400 |
| 2 | TOTAL IN PERMANENT POSITIONS | 7,000 | 40 | 20 | 1,500 | 5,000 |
| 3 | FULL-TIME | 7,000 | 40 | 30 | 1,500 | 6,000 |
| 4 | FULL-TIME IN PERMANENT POSITIONS | 7,000 | 40 | 25 | 1,500 | 5,000 |
| 5 | FULL-TIME WITH PERMANENT APPOINTMENTS | 7,000 | 40 | 20 | 1,500 | 5,500 |
| 6 | PART-TIME | 500 | 1 | 5 | 200 | 300 |
| 7 | PART-TIME WITH PERMANENT APPOINTMENTS | 300 | 1 | 1 | 120 | 200 |
| 8 | INTERMITTENT | 220 | | | 120 | 100 |
| 9 | COMPETITIVE SERVICE | 7,000 | 40 | 25 | 1,500 | 5,000 |
| 10 | WITH PERMANENT APPOINTMENTS | 7,000 | 40 | 20 | 1,500 | 5,500 |
| 11 | EXCEPTED SERVICE AND SES | 500 | 1 | 5 | 200 | 300 |
| 12 | WITH PERMANENT APPOINTMENTS | 300 | 1 | 1 | 120 | 200 |
| 13 | WAGE SYSTEMS | 7,000 | 40 | 25 | 1,500 | 5,000 |
| 14 | U.S. CITIZENS | 7,000 | 40 | 20 | 1,500 | 5,500 |
| 15 | NONCITIZENS | | | | | |
| 16 | TOTAL INTERMITTENTS NOT WORKING | | | | | |
| SECTION II - PAYROLL | | | | | | |
| 17 | WAGES AND SALARIES EARNED - TOTAL | \$18,000 | 85 | 75 | 4,500 | 15,500 |
| 18 | LUMP SUM PAYMENTS | \$50 | 2 | | 9 | 40 |
| SECTION III - TURNOVER | | | | | | |
| 19 | TOTAL ACCESSIONS | 90 | | | 24 | 70 |
| 20 | TRANSFERS | 1 | | | | 1 |
| 21 | TOTAL NEW HIRES | 80 | | | 22 | 60 |
| 22 | ACCESSIONS TO THE COMPETITIVE SERVICE | 50 | | | 14 | 40 |
| 23 | NEW HIRES TO THE COMPETITIVE SERVICE | 80 | | | 15 | 50 |
| 24 | U.S. CITIZENS | 50 | | | 22 | 40 |
| 25 | TOTAL SEPARATIONS | 80 | | | 14 | 50 |
| 26 | TRANSFERS | 50 | | | 3 | 8 |
| 27 | QUITS | 80 | | | 3 | 11 |
| 28 | U.S. CITIZENS | 50 | | | 14 | 40 |
| SECTION IV - EMPLOYMENT CEILING DATA | | | | | | |
| 29 | TOTAL CEILING EMPLOYMENT | 8,000 | 49 | 45 | 2,100 | 6,000 |
| 30 | FULL-TIME WITH PERM. APPIS | 7,000 | 47 | 25 | 1,700 | 5,500 |
| 31 | TOTAL PAYROLL TO CEILING EMPLOYEES | \$15,000 | 90 | 75 | 4,000 | 13,000 |
| | | | | | | |
| CERTIFIED BY (SIGNATURE) | | OFFICIAL POSITION | LOCATION AND TELEPHONE NUMBER | DATE (MONTH, DAY, YEAR) | | |

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Exhibit 77

Monthly Report Of Full-Time Equivalent/Work-Year Civilian Employment

Report Number: EMPR123-1 (SF-113-G)

Primary Sequence: Department, servicing agency, agency

Brief Description: Provides the number of employees subject to the ceiling worked during the reporting period. It also provides the regular hours worked including overtime and the cumulative work years by type of employment. This report is required by the Office of Personnel Management.

Sequence Of Data: Line item

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Monthly

Available Distribution Levels: Department, agency, organizational structure

| | | | | | |
|---|-------------------------|--|-----------------|-----------------|---------|
| EMPR123-1 MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF-113G FORMAT) | | | | | |
| DATE PREPARED XX/XX/XX | | DEPARTMENT OR AGENCY: DEPARTMENT OF AGRICULTURE | | | |
| | | REPORT PERIOD: XX/XX/XX - XX/XX/XX | | | |
| | | AGENCY IN AGRICULTURE: NATIONAL AGRICULTURAL LIBRARY | | | |
| | | EMPLOYMENT COVERAGE: AGENCY LEVEL | | SA 03 | 12 |
| ----- | | | | | |
| WORK - YEARS | | | | | |
| CUMULATIVE | | | | | |
| TO END OF | | | | | |
| CURRENT PERIOD | | | | | |
| EMPLOYMENT/HOURS CATEGORY | EMPLOYMENT | EQUIVALENT FOR | CURRENT PERIOD | CURRENT PERIOD | |
| | AND HOURS | CURRENT PERIOD | (2 PAY PERIODS) | (04 PAY PERIOD) | CEILING |
| | (1) | (2) | (3) | (4) | (5) |
| ----- | | | | | |
| 1A. TOTAL PAID CEILING EMPLOYEES | 360 | 150 | 12.00 | 21.07 | |
| B. STRAIGHT TIME | 24,800 | 150 | 11.00 | 23.00 | |
| C. OVERTIME | 240 | 2 | .12 | .19 | |
| 2A. FULL-TIME-PERMANENT APPT. | 150 | 150 | 11.00 | 26.00 | |
| B. STRAIGHT TIME | 24,800 | 150 | 11.00 | 23.00 | |
| C. OVERTIME | 240 | 2 | .12 | .19 | |
| 3A. OTHER EMPLOYMENT | 9 | 5 | .40 | 1.00 | |
| B. STRAIGHT TIME | 1,000 | 5 | .49 | 1.00 | |
| C. OVERTIME | | | | | |
| 4A. PART-TIME - PERMANENT APPT. | 7 | 4 | .30 | .70 | |
| B. STRAIGHT TIME | 709 | 4 | .39 | .70 | |
| C. OVERTIME | | | | | |
| 5A. PART-TIME - TEMPORARY & INDEFINITE APPT. | 1 | | .03 | .09 | |
| B. STRAIGHT TIME | 70 | | .03 | .09 | |
| C. OVERTIME | | | | | |
| 6A. FULL-TIME - TEMPORARY & INDEFINITE APPT. | 1 | 1 | .03 | .23 | |
| B. STRAIGHT TIME | 160 | 1 | .08 | .23 | |
| C. OVERTIME | | | | | |
| 7A. INTERMITTENT | | | | | |
| B. STRAIGHT TIME | | | | | |
| C. OVERTIME | | | | | |
| TOTAL WORK-YEARS ALLOTTED BY OMB FOR FISCAL YEAR | | | | | |
| CERTIFIED | OFFICIAL POSITION | LOCATION | DATE | | |

Monthly Report Of Senior Community Service Program Enrollees

Available Distribution Levels: Agency

[illegible]

Payroll/Personnel Manual Reports Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 79

Non Competitive Promotions By PATCO & Pay Level

Report Number: AARU4002

Sequence Of Data: PATCO category, pay level, grade

Brief Description: Provides the number of non-competitive promotions, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Other Sources For This Report:: None

Production Frequency: Quarterly (SF-113 cutoff)

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Primary Sequence: Department, geographic location, employment group

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-12 | | AARU4002 | FYXX | NON COMPETITIVE PROMOTIONS BY PATCO & PAY LEVEL | | | | | | | | | | PAGE 81 | |
|---------------------|-------------|----------|------|---|--------|--------------------------------|------|----------|-------------------------|-----------------------|------|------------------------|--------|---------|--|
| RUN DATE XX/XX/XX | | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| PAT | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| CO | PAY LEVEL | NO. | MALE | NO. % | FEMALE | NO. % | MALE | NO. % | FEMALE | NO. % | MALE | NO. % | FEMALE | | |
| | | | | | | | | | | | | | | | |
| P | GS 07 | 31 | 26 | 83.9 | 9.7 | 3 | 1.3 | 2 | 0 | 0 | 1 | 3.2 | 0 | 0 | |
| | GS 09 | 116 | 68 | 58.6 | 19 | 16.4 | 4 | 3.4 | 1 | 9 | 13 | 11.2 | 54 | 3 | |
| | GS 11 | 127 | 62 | 56.8 | 33 | 26.0 | 8 | 6.3 | 3 | 2.4 | 12 | 9.4 | 1 | 8 | |
| | GS 12 | 192 | 109 | 56.8 | 48 | 25.0 | 6 | 3.1 | 11 | 5.7 | 10 | 5.2 | 63 | 1 | |
| | GS/GM 13 | 68 | 37 | 54.4 | 17 | 25.0 | 4 | 5.9 | 0 | 0 | 2 | 2.9 | 34 | 4 | |
| | GS/GM 14 | 27 | 20 | 74.1 | 5 | 18.5 | 0 | 0 | 0 | 0 | 1 | 3.7 | 0 | 0 | |
| | GS/GM 15 | 11 | 8 | 72.7 | 3 | 27.3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL GS/GM | 572 | 330 | 57.7 | 128 | 22.4 | 23 | 4.0 | 27 | 4.7 | 6 | 1.0 | 39 | 6.8 | |
| P | OTHER 08 | 2 | 1 | 50.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 09 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 50.0 | 0 | 0 | 0 | |
| | OTHER 10 | 7 | 3 | 42.9 | 2 | 28.6 | 0 | 0 | 0 | 0 | 1 | 14.3 | 1 | 14.3 | |
| | OTHER 11 | 13 | 3 | 23.1 | 5 | 38.5 | 0 | 0 | 1 | 7.7 | 0 | 0 | 3 | 23.1 | |
| | OTHER 12 | 16 | 8 | 50.0 | 7 | 43.8 | 0 | 0 | 0 | 0 | 1 | 6.3 | 0 | 0 | |
| | OTHER 13 | 6 | 4 | 66.7 | 2 | 33.3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 14 | 5 | 2 | 40.0 | 2 | 40.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 15 | 7 | 5 | 71.4 | 1 | 14.3 | 0 | 0 | 0 | 0 | 1 | 14.3 | 0 | 0 | |
| | OTHER 16-18 | 1 | 0 | 0 | 100 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL OTHER | 59 | 26 | 44.1 | 20 | 33.9 | 0 | 0 | 3 | 5.1 | 2 | 3.4 | 5 | 8.5 | |
| PATCO TOTAL | | 631 | 356 | 56.4 | 148 | 23.5 | 23 | 3.6 | 30 | 4.8 | 44 | 7.0 | 172 | 7 | |
| A | GS 07 | 7 | 0 | 0 | 4 | 57.1 | 0 | 0 | 1 | 14.3 | 0 | 0 | 1 | 14.3 | |
| | GS 09 | 29 | 5 | 17.2 | 13 | 44.8 | 2 | 6.9 | 7 | 24.1 | 0 | 0 | 13 | 4 | |
| | GS 11 | 59 | 15 | 25.4 | 27 | 45.8 | 23 | 4 | 11 | 18.6 | 0 | 0 | 1 | 7 | |
| | GS 12 | 66 | 23 | 34.8 | 28 | 42.4 | 11 | 5 | 7 | 10.6 | 2 | 3.0 | 1 | 5 | |
| | GS/GM 13 | 19 | 13 | 68.4 | 4 | 21.1 | 15 | 3 | 0 | 0 | 1 | 5.3 | 0 | 0 | |
| | GS/GM 14 | 14 | 6 | 42.9 | 4 | 28.6 | 3 | 21.4 | 1 | 7.1 | 0 | 0 | 0 | 0 | |
| | GS/GM 15 | 1 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | TOTAL GS/GM | 195 | 62 | 31.8 | 81 | 41.5 | 9 | 4.6 | 27 | 13.8 | 3 | 1.5 | 63 | 1 | |
| A | OTHER 11 | 7 | 1 | 14.3 | 4 | 57.1 | 0 | 0 | 2 | 28.6 | 0 | 0 | 0 | 0 | |
| | OTHER 12 | 14 | 5 | 35.7 | 2 | 14.3 | 3 | 21.4 | 2 | 14.3 | 0 | 0 | 2 | 14.3 | |
| | OTHER 13 | 1 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 14 | 1 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 15 | 1 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | OTHER 16-18 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 100 | 0 | 0 | |
| | TOTAL OTHER | 25 | 6 | 24.0 | 9 | 36.0 | 3 | 12.0 | 4 | 16.0 | 1 | 4.0 | 28 | 0 | |
| T | PATCO TOTAL | 220 | 68 | 30.9 | 90 | 40.9 | 12 | 5 | 31 | 14.1 | 3 | 1.4 | 83 | 6 | |
| | GS 05 | 14 | 2 | 14.3 | 9 | 64.3 | 1 | 7.1 | 0 | 0 | 1 | 7.1 | 0 | 0 | |
| | GS 06 | 53 | 10 | 18.9 | 21 | 39.6 | 5 | 9.4 | 14 | 26.4 | 1 | 1.9 | 0 | 0 | |
| | GS 07 | 49 | 9 | 18.4 | 20 | 40.8 | 8 | 16.3 | 10 | 20.4 | 0 | 0 | 1 | 2.0 | |
| | GS 08 | 21 | 6 | 28.6 | 3 | 14.3 | 1 | 4.8 | 10 | 47.6 | 0 | 0 | 0 | 0 | |
| | GS 09 | 25 | 14 | 56.0 | 5 | 20.0 | 1 | 4.0 | 3 | 12.0 | 2 | 8.0 | 0 | 0 | |
| | GS 10 | 7 | 4 | 57.1 | 2 | 28.6 | 0 | 0 | 1 | 14.3 | 0 | 0 | 0 | 0 | |
| | GS 11 | 15 | 14 | 93.3 | 0 | 0 | 1 | 6.7 | 0 | 0 | 0 | 0 | 0 | 0 | |

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Chapter 20
Section 5

Notification Of Adjustment To Longevity Date

Report Number: AECO37U7

Primary Sequence: Department, agency, POI

Brief Description: Provides a list of U.S Secret Service employees whose longevity dates have been adjusted due to hours not worked because of suspension or absence without official leave (AWOL). Suspension or AWOL hours are not creditable for longevity pay purposes. It is produced in the last pay period processed for the calendar year.

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Notification Of Adjustment To Longevity Date

Available Media: Hard copy, electronic transmission

Production Frequency: Annual

Available Distribution Levels: POI

| | | | | | | | |
|------------------------------------|----------------|---|-------------|------------------|----------------|------------------------|--------------|
| PREPARED XX/XX/XX AEC037U7 | | NOTIFICATION OF ADJUSTMENT TO LONGEVITY DATE - AS OF XX/XX/XX | | | | PAGE 1 | |
| TRAC AC U S SECRET SERVICE | | | | PERS OFF ID XXXX | | WASHINGTON DC | |
| EMPLOYEE NAME | | | | ADJUSTED | | LONGEVITY | |
| SOC SEC NO | ORG. STRUCTURE | PAY PLAN | GRADE /STEP | SALARY | LONGEVITY DATE | DATE BEFORE ADJUSTMENT | AWOL HOURS |
| | 2 3 4 | | | | | | |
| DOE, JOHN | | | | | | | |
| 000-00-1234 | XX XX XXXX | LE | 12/02 | \$ 37, 019.00 | 01/23/90 | 01/22/90 | 8.00 .00 .00 |
| STRUCTURE LEVEL XX XX XXXX TOTAL 1 | | | | | | | |
| EMPLOYING OFFICE TOTAL | | | | | | | |
| 1 | | | | | | | |

Notification Of Change In Earned Annual Leave Status

Available Distribution Levels: Contact point

[illegible]

Title I
Chapter 20
Section 5

Notification Of Change (NOC) Suspense Report

Report Number: PINE5801

Brief Description: Provides a list of Direct Deposit/Electronic Funds Transfer (DD/EFT) individual account numbers and routing transit numbers of financial institutions that cannot be updated automatically in the Payroll/Personnel System and may need to be corrected by the agency. Financial institution's account and routing number changes are transmitted by electronic tape from the Department of the Treasury to the National Finance Center (NFC) to update the Payroll/Personnel System database. The report lists those numbers that cannot be updated automatically and is used by the agency to correct DD/EFT individual account

numbers and/or routing transit numbers through the Payroll/Personnel Remote Entry System (PRES) when necessary. This report contains sensitive data; use is restricted.

Production Frequency: Daily

Primary Sequence: Department, agency, POI

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy

Available Distribution Levels: POI

[illegible]

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 87

Notification Of Personnel Action

Report Number: SF-50-B

Sequence Of Data: Line item

Brief Description: Provides documentation of official personnel actions processed. It reflects the data exactly as processed by NFC and as contained in the Payroll/Personnel data base for the employee. This report contains sensitive data; use is restricted.

Other Sources For This Report:: RFQS, Notification of Personnel Action

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: Organizational structure, POI

Primary Sequence: Employee name

| | | | | | | | | | | | |
|---|--------------|---------------------------------------|---|--|---------------|---|-----------------------|---|---|-------------------------------------|---------------------|
| <small>Standard Form 50-B Rev. 7/91 U.S. Office of Personnel Management FPM Chapter 296-33, Subch. 4</small> | | | | | | | | | | | |
| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
| 1. Name (Last, First, Middle) SMITH, JOHN L | | | | 2. Social Security Number 000-55-9900 | | 3. Date of Birth XX/XX/XX | | 4. Effective Date XX/XX/XX | | | |
| FIRST ACTION | | | | | | SECOND ACTION | | | | | |
| 5-A. Code 001 | | 5-B. Nature of Action CANCELLATION | | | | 6-A. Code 893 | | 6-B. Nature of Action WITHIN GRADE INC | | | |
| 5-C. Code ATM | | 5-D. Legal Authority | | | | 6-C. Code Q7M | | 6-D. Legal Authority | | | |
| 5-E. Code | | 5-F. Legal Authority | | | | 6-E. Code | | 6-F. Legal Authority | | | |
| 7. FROM: Position Title and Number | | | | | | TO: Position Title and Number MAIL CLK 020HQ Z01131 | | | | | |
| 8. Pay Plan | 9. Occ. Code | 10. Grade/Level | 11. Step/Rate | 12. Total Salary | 13. Pay Basis | 16. Pay Plan GS | 17. Occ. Code 0305 | 18. Grade/Level 03 | 19. Step/Rate 02 | 20. Total Salary/Award 12,900.00 | 21. Pay Basis PA |
| 12A. Basic Pay | | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay | | 20A. Basic Pay | | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay | |
| 14. Name and Location of Position's Organization | | | | | | 22. Name and Location of Position's Organization OFFICE OF OPERATIONS MAIL & REP MGMT DIV OFF OF CH MAIL SERVICES BR MAIL SERVICES SECTION WASHINGTON DC | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | |
| 23. Veterans Preference 1 None 3-10-Point/Disability 5-10-Point/Other 2-5-Point 4-10-Point/Compensable 6-10-Point/Compensable/30% | | | 24. Tenure 2 0-None 2-Conditional 3-Indefinite 1-Permanent | | | 25. Agency Use | | 26. Veterans Preference for RIF YES X NO | | | |
| 27. FEGLI 8 WAIVED | | | 28. Annuitant Indicator g NOT APPLICABLE | | | 29. Pay Rate Determinant 0 | | | | | |
| 30. Retirement Plan K FERS | | | 31. Service Comp. Date (Leave) XX/XX/XX | | | 32. Work Schedule F FULL TIME | | | 33. Part-Time Hours Per Biweekly Pay Period | | |
| POSITION DATA | | | | | | | | | | | |
| 34. Position Occupied 2 1-Competitive Service 3-SES General 4-SES Career Reserved 2-Excepted Service | | | 35. FLSA Category N E-Exempt N-Nonexempt | | | 36. Appropriation Code | | | 37. Bargaining Unit Status 1190 | | |
| 30. Duty Station Code 11-0010-001 | | | 39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC | | | | | | | | |
| 40. Agency Data | | 41. | 42. | 43. | 44. | | | | | | |
| 45. Remarks | | | | | | | | | | | |
| 46. Employing Department or Agency DEPARTMENT OF AGRICULTURE | | | | | | 49. Approval Date XX/XX/XX | | | | | |
| 47. Agency Code AG 98 | | 48. Personnel Office ID 5260 | | 50. Signature/Authentication and Title of Approving Official WILLIAM F. JONES, SR. DIRECTOR OF PERSONNEL | | | | | | | |
| TURN OVER FOR IMPORTANT INFORMATION | | | | | | | | | | | |
| 3-Part 50-315 1-Employee Copy-Keep for Future Reference | | | | | | | | | | | |
| AG 986005000101000000 PP 21 * 19XX * BATCH 52605666 208-11 204-11 AG/EO 98 5266 | | | | | | | | | | | |

Notification Of Position To Be Inactivated

[illegible]

Title I
Chapter 20
Section 5

Notification Of WGI Overdue

Available Distribution Levels: POI

| REPORT NO. BEAR2002 | | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
|--|------------------|--------------------------------|--------------------------------|--|------------------|--------------|-----------|----------------|--------------|------------------|-----------------|
| NOTIFICATION OF WGI OVERDUE AS OF PP XX, 19XX | | | | | | | | | | | |
| TO: EMPLOYING OFFICER AMS, FOSTER SQUARE WEST 200 M 106TH STREET (25TH FL) MINNEAPOLIS, MN 55000 | | | | ** SENSITIVE PERSONNEL DATA - USE IS RESTRICTED ** | | | | | | | |
| PERSONNEL RECORDS AS MAINTAINED AT NFC INDICATE THAT THE EMPLOYEES LISTED BELOW HAVE NOT RECEIVED WITHIN-GRADE-INCREASES THAT ARE POSSIBLY DUE FOR 10 OR MORE PAY PERIODS. | | | | | | | | | | | |
| PLEASE SUBMIT PERSONNEL ACTIONS TO NFC TO - | | | | | | | | | | | |
| <ul style="list-style-type: none"> - GRANT THE WGI. - WITHHOLD THE WGI, - CORRECT RECORDS IN ERROR. | | | | | | | | | | | |
| AS APPROPRIATE. | | | | | | | | | | | |
| IF YOU KNOW THAT THE STATUS OF THE EMPLOYEE RENDERS HIM OR HER INELIGIBLE FOR WGI, PLEASE DISREGARD THIS NOTICE. | | | | | | | | | | | |
| SSN | EMPLOYEE | PAY GRADE STEP | ORGZN STRUCTURE | COMP RATING | CRITICAL ELEMENT | WGI DUE DATE | LAST DATE | WEEKS RECORDED | WEEKS NEEDED | WEEKS TO CORRECT | WEEKS SINCE WGI |
| 000-22-0088 | WILLIAMS, JOHN R | GS 07 | 01 02-05-76-0010-00-00-00-00FS | 1 | XX/XX/XX | XX/XX/XX | 052 | 077 | | | |

Number Of Enrolled Employees

Available Distribution Levels: Insurance carrier,
copy sent to agency

[illegible]

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 92

Numerical Objective Accomplishments By Series With 50 Or More

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of new hires (new to the Federal Government) during the fiscal year. The data is depicted for professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees. Wage grade employees are also included in the report.

Sequence Of Data: PATCO category, occupational series

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| | | | | | | | | | | | | | | | |
|----------------------------|--|---|--|---------|----|-------------------------|----|----------|---|----------|---|------------|---|-------------|---|
| DN-714-7 AARU4002 FYXX | | NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY SERIES WITH 50 OR MORE | | | | | | | | | | | | PAGE 132 | |
| RUN DATE XX/XX/XX | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | | | | | | |
| AS OF DATE XX/XX/XX | | DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| SERIES NAME | | PLANNED/ | | TOTAL | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ | | AM. INDIAN/ | |
| PATCO SERIES CODE | | ACTUAL | | ALL FEM | | MALE FEM | | MALE FEM | | MALE FEM | | PACIFIC IS | | AK. NATIVE | |
| PROF. 0460 | | PLAN# | | | | | | | | | | | | | |
| FORESTRY | | ACT # | | 32 | 15 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROF. 0457 | | PLAN# | | | | | | | | | | | | | |
| SOIL CONSERVATION | | ACT # | | 34 | 9 | 23 | 9 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| PROF. 0475 | | PLAN# | | | | | | | | | | | | | |
| AGRL MGMT | | ACT # | | 54 | 17 | 31 | 13 | 2 | 0 | 2 | 2 | 1 | 2 | 1 | 0 |
| PROF. 0701 | | PLAN# | | | | | | | | | | | | | |
| VETERINARY MEDICAL SCIENCE | | ACT # | | 96 | 28 | 62 | 26 | 3 | 2 | 2 | 0 | 1 | 0 | 0 | 0 |
| PROF. 0810 | | PLAN# | | | | | | | | | | | | | |
| CIVIL ENGINEERING | | ACT # | | 35 | 20 | 10 | 15 | 2 | 2 | 1 | 2 | 1 | 1 | 1 | 0 |
| PROF. 0470 | | PLAN# | | | | | | | | | | | | | |
| SOIL SCIENCE | | ACT # | | 23 | 4 | 19 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PROF. 0401 | | PLAN# | | | | | | | | | | | | | |
| GEN BIOLCL SCI | | ACT # | | 22 | 8 | 13 | 7 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 |
| PROF. 0436 | | PLAN# | | | | | | | | | | | | | |
| PLT PROTECTION & QUAR | | ACT # | | 33 | 4 | 21 | 4 | 5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| PROF. 0486 | | PLAN# | | | | | | | | | | | | | |
| WILDLIFE BIOLOGY | | ACT # | | 14 | 5 | 7 | 5 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 |
| PROF. 0110 | | PLAN# | | | | | | | | | | | | | |
| ECONOMIST | | ACT # | | 42 | 12 | 23 | 11 | 3 | 0 | 1 | 1 | 2 | 0 | 1 | 0 |
| PROF. 1320 | | PLAN# | | | | | | | | | | | | | |
| CHEMISTRY | | ACT # | | 14 | 3 | 10 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 |
| PROF. 0510 | | PLAN# | | | | | | | | | | | | | |
| ACCOUNTING | | ACT # | | 27 | 14 | 8 | 8 | 3 | 3 | 1 | 2 | 1 | 1 | 0 | 0 |
| | | | | | | | | | | | | | | | |

Title I
Chapter 20
Section 5

Occupational Series Summary – Average Grade

Report Number: EEOT3004

Sequence Of Data: Occupational series, grade range

Brief Description: Provides the average grade for each occupational series.

Other Sources For This Report:: None

Production Frequency: Quarterly

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Primary Sequence: Department, agency, geographic location, employment group, pay plan

Available Distribution Levels: Department, agency, organizational structure to the 8th level

| | | | | | | | | | | | | | | | | | | | | | |
|--|----------|----------|---|------|--|------|--|------|--|--|--|--|------------|--------|--|------|--|------|--|------|--|
| RUN DATE | XX/XX/XX | EEOT3004 | OCCUPATIONAL SERIES SUMMARY – AVERAGE GRADE | | | | | | | | | | WORLD WIDE | PAGE 1 | | | | | | | |
| REPORT QTR 3RD | | | | | | | | | | | | | | | | | | | | | |
| REPORT AS OF DATE XX/XX/XX | | | DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | | | | | | |
| | | | AGCY 02 AGR. MARKETING SERVICE | | | | | | | | | | | | | | | | | | |
| SERIES | | | | | | | | | | | | | | | | | | | | | |
| AVERAGE GRADE DISTRIBUTION | | | | | | | | | | | | | | | | | | | | | |
| GRADE: TOT: S E X : MINORITIES : B L A C K : HISPANIC : ASIAN/PACI : AM. IND./AK : : W H I T E : | | | | | | | | | | | | | | | | | | | | | |
| RANGE: EMP: F : M : F: M: T : F: M: T : F: M: T : F: M: T : F: M: T : F: M: T : | | | | | | | | | | | | | | | | | | | | | |
| GENL ADMINISTRATIVE | | | | | | | | | | | | | | | | | | | | | |
| 0301 | | | | | | | | | | | | | | | | | | | | | |
| 04– | | 4.00 | | | | | | | | | | | | 4.00 | | | | | | | |
| | | 4.00 | | | | | | | | | | | | 4.00 | | | | | | | |
| PROGRAM MANAGEMENT | | | | | | | | | | | | | | | | | | | | | |
| 0340 | | | | | | | | | | | | | | | | | | | | | |
| 01–04 | | 2.80 | | 2.80 | | | | | | | | | | | | 2.80 | | | | | |
| | | 2.80 | | | | 2.80 | | | | | | | | | | | | 2.80 | | | |
| ADMV OFFICER | | | | | | | | | | | | | | | | | | | | | |
| 0341 KEY | | 4.00 | | | | | | | | | | | | | | | | | | | |
| 04– | | | | | | | | | | | | | | | | | | | | | |
| | | 4.00 | | | | | | | | | | | | 4.00 | | | | | | | |
| GEN BIOLCL SCI | | | | | | | | | | | | | | | | | | | | | |
| 0401 | | | | | | | | | | | | | | | | | | | | | |
| 01– | | 1.00 | | | | 1.00 | | | | | | | | | | | | 1.00 | | | |
| | | 1.00 | | | | | | 1.00 | | | | | | | | | | | | 1.00 | |
| AGRL MKTG SPECLST | | | | | | | | | | | | | | | | | | | | | |
| 1146 OPT | | | | | | | | | | | | | | | | | | | | | |
| 01–04 | | 2.50 | | | | 2.50 | | | | | | | | | | | | 2.50 | | | |
| | | 2.50 | | | | | | 2.50 | | | | | | | | | | | | 2.50 | |
| SERIES TOTAL | | | | | | | | | | | | | | | | | | | | | |
| | | 4.00 | | | | | | | | | | | | 4.00 | | | | | | | |
| | | 2.67 | | | | | | | | | | | | 2.67 | | | | | | | |
| | | 2.80 | | | | | | | | | | | | 2.80 | | | | | | | |
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Occupational Series Summary – % Of Representation

Available Distribution Levels: Department, agency, organizational structure to the 8th level

[illegible]

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Pay Period Personnel Actions On Employees Required To File SF-278

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

Payroll/Personnel Manual

Reports

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Exhibit 96

Performance Appraisal

Report Number: AD-435

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance. It is produced 10 weeks prior to the completion of the employee's rating period. In addition to the AD-435, Report AECO36T8, Control Listing of Performance Evaluation Forms Prepared for F/T and P/T Employees, will be produced listing the AD-435's that are attached. This report contains sensitive data; use is restricted.

Production Frequency: Pay period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Performance Appraisal

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

| | | | | | |
|--|--|---|--|---|--|
| United States Department of Agriculture Performance Appraisal | | 1 Social Security No. 000-12-3456 | 2 Position Number 3924 | 3 Pay Plan GS | 4 Occup. Series 435 |
| 5 Name (Last, First, Middle initial) SMITH, JANE R | | 6 Grade/Step or Pay Level 09/03 | | 7 Appraisal Period From XX/XX/XX To XX/XX/XX | |
| 8 Official Position Title PROGRAM ANALYST | | 9 Organization Structure Code 90 40 0030 10 15 10 15 | | | |
| 10 Duty Station 22 1690 71 | | 11 Agency Use | | 12 OFM/NFC Use | |
| Instructions Blocks 1 through 10, completed by OFM/NFC, should be reviewed, and, if necessary, corrected. Block 13. Enter brief description of performance elements. Block 14A. Check performance elements identified as critical. Block 14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column. Block 14E, 14F, 14G. Enter total of each column. Block 14H. Enter total from 14E, 14F, and 14G. Block 15A. Check off the correct summary rating described in decision table (15B). Blocks 16 through 20. Self-explanatory. | | | | | |
| 13 Performance Elements | | 14A Critical Element (n) | 14B Exceeds Fully Successful | 14C Meets Fully Successful | 14D Does Not Meet Fully Successful |
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |
| 4) | | | | | |
| 5) | | | | | |
| 6) | | | | | |
| 7) | | | | | |
| 8) | | | | | |
| 9) | | | | | |
| 10) | | | | | |
| 15B Decision Table (check off Summary Rating in block 15A) Rating of Outstanding if 14E equals 14H. Rating of Unacceptable if any critical element is rated in 14D. Rating of Superior if no element is rated in 14D; 14F is greater than zero; and 14E is greater than 14F. Rating of Marginal if 14G is greater than 14E, and no critical element is rated in 14D. Rating of Fully Successful if none of the above apply. | | | 14E Exceeds | 14F Meets | 14H Does Not Meet |
| | | | 14H Enter total 14E + 14F + 14G = 14H | | |
| | | | 15A Summary Rating (See Decision Table in 15B) | | |
| | | | <input type="checkbox"/> Outstanding <input type="checkbox"/> Superior <input type="checkbox"/> Fully Successful <input type="checkbox"/> Marginal <input type="checkbox"/> Unacceptable | | |
| 16 Employee - Standards of Conduct and Ethical Responsibilities (Check off appropriate boxes) a) I have a copy of the Governmentwide standards of ethical conduct and any USDA and agency supplemental regulations governing conduct. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b) I attended the required annual ethics training. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| 17 Employee's Signature | | Date If employee did not sign, state reason. | | | |
| (Instructions for resolutions of disputes are on the reverse of employee copy.) | | | | | |
| 18 Supervisor's Signature | | Date | | 19 Reviewer's Signature | |
| | | | | Date | |
| 20 Approving Official's Signature (optional) | | | | | Date |
| | | | | | |

**Payroll/Personnel Manual
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Exhibit 101

Personnel Notification Document

Report Number: SI-650

Primary Sequence: N/A

Brief Description: Provides documentation of official personnel actions processed for the Smithsonian Institution. It reflects the data exactly as processed and as contained in the Payroll/Personnel data base for the employee.

Sequence Of Data: N/A

Other Sources For This Report:: RFQS, Personnel Notification Document

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: POI

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------------|--|---------------------|--|---|--|----------------------------|--|-------------------|--|--|--|----------------------------|--|--------------------|--|------------------|--|--------------------------|--|---------------|--|--|--|--|--|--|--|--|--|--|--|
| PERSONNEL NOTIFICATION DOCUMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Name (Last, First, Middle) | | | | | | 2. Social Security Number | | 3. Date of Birth | | 4. Effective Date | | | | | | | | | | | | | | | | | | | | | | | |
| FIRST ACTION | | | | | | SECOND ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5-A. Code | | | | | | 5-B. Nature of Action | | | | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | | | | | | | | | | | | |
| 7. FROM: Position Title and Number | | | | | | 15. TO: Position Title and Number | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Pay Plan | | 9. Occ. Code | | 10. Grade or Level | | 11. Step or Rate | | 12. Total Salary | | 13. Pay Basis | | 16. Pay Plan | | 17. Occ. Code | | 18. Grade or Level | | 19. Step or Rate | | 20. Total Salary / Award | | 21. Pay Basis | | | | | | | | | | | |
| 12A. Basic Pay | | 12B. Locality Pay | | 12C. Adj. Basic Pay | | 12D. Other Pay | | 20A. Basic Pay | | 12B. Locality Pay | | 12C. Adj. Basic Pay | | 12D. Other Pay | | | | | | | | | | | | | | | | | | | |
| 14. Organization Name | | | | | | 22. Organization Name | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. Veterans Status | | | | | | 24. Type of Appointment | | | | | | 25. Citizenship | | 26. Sex | | | | | | | | | | | | | | | | | | | |
| 1 - None 6 - 30% Comp. | | | | | | 8 - Indefinite 9 - Temporary | | | | | | 1 - U.S. 8 - Other | | | | | | | | | | | | | | | | | | | | | |
| 27. Life Insurance | | | | | | 28. Health Insurance | | | | | | 29. Pay Rate Determinant | | | | | | | | | | | | | | | | | | | | | |
| 1 - Eligible 2 - Ineligible | | | | | | 1 - Eligible 2 - Ineligible | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30. Retirement Coverage | | | | | | 31. Service Comp. Date | | | | | | 32. Work Schedule | | 33. Part-Time Hours | | | | | | | | | | | | | | | | | | | |
| 1 - CS 3 - TIAA 5 - TIAA/FICA 8 - Pan Soc Sec | | | | | | 2 - FICA 4 - None | | | | | | F - Full-time P - Part-time I - Intermittent | | Per Biweekly Pay Period | | | | | | | | | | | | | | | | | | | |
| 34. NTE Date | | | | | | 35. FLSA Category | | | | | | 36. Organizational Structure Code | | 37. Bargaining Unit Status | | | | | | | | | | | | | | | | | | | |
| | | | | | | E - Exempt N - Nonexempt | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38. Duty Station Code | | | | | | 39. Duty Station (City-County-State or Overseas Location) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40. Supervisory Code | | 41. | | 42. | | 43. | | 44. Accounting Fund Number | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45. Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 46. Employing Organization | | | | | | | | | | | | 50. Signature / Authentication and Title of Approving Official | | | | | | | | | | | | | | | | | | | | | |
| 47. Agency Code | | 48. Personnel Office I.D. | | 49. Approval Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i095MH1284 | | | | | | | | | | | | 1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE | | | | | | | | | | | | SI-650 OSS 754-348 Previous Editions Unusable After 9/30/87 | | | | | | | | | |

Premium Pay And Leave Report (By Employee)

Available Distribution Levels: Contact point

| | | | | | | | |
|--|---|-------------------------|-----------|----------------------------|--------|--------------------|------|
| UNITED STATES DEPARTMENT OF AGRICULTURE - OFFICE OF FINANCE & MGT. | | | | | | | |
| PAYE8501 | | NATIONAL FINANCE CENTER | | INFO RES MGMT DIV | | RUN DATE: XX/XX/XX | |
| PREMIUM PAY AND LEAVE REPORT | | | | PP09 - XX/XX/XX - XX/XX/XX | | | |
| INFO RES MGMT DIV | | | | | | | |
| INFORMATION RESOURCES MANAGEMENT DIVISION | | | | | | | |
| ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00 | | | | | | | |
| LAST | | F | | PREMIUM PAY EARNED | | LEAVE USED | |
| NAME | I | OVERTIME | COMP/TIME | HOLIDAY | ANNUAL | SICK | COMP |
| DOE | J | | | | 7.00 | | |
| JONES | A | | | | 2.75 | | |
| SMITH | C | | 0.50 | | 1.50 | 5.00 | |
| SECTION TOTALS | | 0.00 | 0.50 | 0.00 | 11.25 | 5.00 | 0.00 |
| * PREMIUM PAY FOR PRIOR PAY PERIOD | | | | | | | |

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Exhibit 105

Premium Pay And Leave Report (By Organizational Structure)

Report Number: PAYE8502

Brief Description: Provides a total of premium pay earned and leave taken for the pay period for each organizational level. **Note:** This report may also include premium pay and leave used for prior pay periods if a corrected T&A was processed in the current pay period.

Primary Sequence: Department, agency, organizational structure

Sequence Of Data: Organizational structure

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: Contact point

| | | | | | | |
|--|-------------------------|-----------|-------------------|----------------------------|--------------------|-------|
| UNITED STATES DEPARTMENT OF AGRICULTURE – OFFICE OF FINANCE & MGT. | | | | | | |
| PAYE8502 | NATIONAL FINANCE CENTER | | INFO RES MGMT DIV | | RUN DATE: XX/XX/XX | |
| PREMIUM PAY AND LEAVE REPORT | | | | PP09 – XX/XX/XX – XX/XX/XX | | |
| ORGANIZATIONAL STRUCTURE CODE : 90 70 10 0000 00 00 | | | | | | |
| RECAP PAGE | | | | | | |
| PREMIUM PAY EARNED | | | | LEAVE USED | | |
| ----- | | | | | | |
| BRANCH | OVERTIME | COMP/TIME | HOLIDAY | ANNUAL | SICK | COMP |
| ----- | | | | | | |
| INFO RES MGMT DIV | 0.00 | 0.00 | 0.00 | 17.75 | 5.25 | 0.50 |
| DATA BASE MGMT BRANCH | 72.50 | 10.00 | 0.00 | 221.00 | 77.00 | 9.00 |
| OPERATIONS BRANCH | 517.75 | 27.25 | 0.00 | 1245.75 | 1201.75 | 11.00 |
| SYSTEMS ENGINEERING BRANCH | 94.75 | 23.75 | 0.00 | 81.75 | 24.00 | 1.75 |
| COMPUTER RESOURCES MGMT BR | 3.00 | 60.25 | 0.00 | 39.50 | 21.00 | 30.75 |
| TELECOMMUNICATIONS BRANCH | 0.00 | 28.25 | 0.00 | 79.00 | 36.00 | 18.50 |
| ----- | | | | | | |
| DIVISION TOTALS | 688.00 | 150.00 | 0.00 | 1684.75 | 1365.00 | 71.50 |
| ----- | | | | | | |
| ----- | | | | | | |
| | | | | | | |
| * PREMIUM PAY FOR PRIOR PAY PERIOD | | | | | | |
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Exhibit 106

Probationary Or Trial Period Report

Report Number: AD-507

Primary Sequence: Department, agency, POI

Brief Description: Provides notification of employees approaching expiration of probationary or trial period. It is produced at the end of the seventh month of the probationary/trial period. This report contains sensitive data; use is restricted.

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, Probationary or Trial Period Report

Available Media: Hard copy, electronic transmission

Production Frequency: Even-numbered pay periods

Available Distribution Levels: POI

| U.S. DEPARTMENT OF AGRICULTURE PROBATIONARY OR TRIAL PERIOD REPORT JR AB-2743 | | 1. TYPE OF PERIOD EMPLOYEE IS SERVING: | |
|--|------------------------|---|----------|
| IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN: XX/XX/XX | | <input checked="" type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL | |
| 2. NAME SMITH, JOHN L | | 3. SOCIAL SECURITY NUMBER 000-44-9922 | |
| 4. PAY PLAN, OCCUP. SERIES AND GRAD GS 0322 04 | | 5. OFFICIAL TITLE OF POSITION CLERK-TYPIST | |
| 6. PERIOD OF SERVICE COVERED BY REPORT FROM: XX/XX/XX TO: XX/XX/XX | | 7. AGENCY BPD | |
| 8. ORGANIZATIONAL STRUCTURE CODE AB 03 42 0000 00 00 00 00 | | 9. OFFICIAL DUTY STATION WASHINGTON, DIST OF COLUMBIA | |
| 10. TENURE GROUP GROUP 2 | | 11. TYPE APPOINTMENT COMP CAREER-COND | |
| FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS. | | | |
| 12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW: | | | |
| I. PERFORMANCE | | II. CONDUCT | |
| Interest in Work _____ | Productivity _____ | Attendance _____ | |
| Leadership _____ | Quality of Work _____ | Punctuality _____ | |
| Initiative _____ | Self-Development _____ | General Department _____ | |
| Dependability _____ | | | |
| 13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.) | | | |
| 14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One) | | 15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One) | |
| A. <input type="checkbox"/> SATISFACTORY | | A. <input type="checkbox"/> RETAINED IN PRESENT POSITION | |
| B. <input type="checkbox"/> UNSATISFACTORY | | B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITON | |
| 16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED. | | | |
| 17. SIGNATURE OF SUPERVISOR | | 18. TITLE | 19. DATE |
| 20. SIGNATURE OF REVIEWING OFFICIAL | | 21. TITLE | 22. DATE |
| FORM AD - 507 (REV. 10/80) | | | |

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Projected Duties Follow-Up

Available Distribution Levels: POI

[illegible]

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Qtrly List Of Penalty Type Personnel Actions

Available Distribution Levels: Department, agency

[illegible]

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Exhibit 111

Quality Step Increases By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of quality step increases, the dollar value of the award, the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-15 AARU4002 | | FYXX | QUALITY STEP INCREASES BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | | PAGE 1 |
|------------------------|-----------------|-------|---|--------|--------------------------------|--------|----------|-------------------------|----------------------|--------|-----------------------|--------|--|--------|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| | | | | | | | | | | | | | | |
| PAT CO | PAY LEVEL | TOTAL | W H I T E | | B L A C K | | HISPANIC | | ASIAN AM./PACIFIC IS | | AM. INDIAN/AK. NATIVE | | | |
| SERIES | | NO. | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | |
| | | | | | | | | | | | | | | |
| 1224 PATENT EXAMINING | | | | | | | | | | | | | | |
| P | GS 11 | 1 | 1 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.3 | | |
| | GS/GM 15 | 5 | 4 80.0 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 1 20.0 | 0.0 | 0.0 | 0.0 | | |
| TOTAL GS/GM/SES | | 6 | 5 83.3 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 1 16.7 | 0.0 | 0.0 | 0.0 | | |
| SERIES TOTAL | | 6 | 5 83.3 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 1 16.7 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | | | | |
| 1530 STATISTICIAN | | | | | | | | | | | | | | |
| P | GS 11 | 1 | 0 .0 | 1 100 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | GS 12 | 13 | 3 23.1 | 5 38.5 | 0 .0 | 4 30.8 | 0 .0 | 0.0 | 1 7.7 | 0.0 | 0.0 | 0.0 | | |
| | GS/GM 13 | 4 | 3 75.0 | 1 25.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | GS/GM 14 | 1 | 1 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| TOTAL GS/GM/SES | | 19 | 7 36.8 | 7 36.8 | 0 .0 | 4 21.1 | 0 .0 | 0.0 | 1 5.3 | 0.0 | 0.0 | 0.0 | | |
| P | OTHER 09 | 1 | 0 .0 | 1 100 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | OTHER 12 | 2 | 1 50.0 | 0 .0 | 0 .0 | 1 50.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| TOTAL OTHER | | 3 | 1 33.3 | 1 33.3 | 0 .0 | 1 33.3 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| SERIES TOTAL | | 22 | 8 36.4 | 8 36.4 | 0 .0 | 5 22.7 | 0 .0 | 0.0 | 1 4.5 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | | | | |
| 0110 ECONOMIST | | | | | | | | | | | | | | |
| P | GS 12 | 2 | 1 50.0 | 1 50.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | TOTAL GS/GM/SES | 2 | 1 50.0 | 1 50.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| SERIES TOTAL | | 2 | 1 50.0 | 1 50.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | | | | |
| 1310 PHYSICS | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| P | GS/GM 13 | 1 | 1 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| TOTAL GS/GM/SES | | 1 | 1 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | | | | |
| SERIES TOTAL | | 1 | 1 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | | | | | | | | | | | | | | |
| 1529 MATH STATISTICIAN | | | | | | | | | | | | | | |
| P | GS 09 | 1 | 0 .0 | 1 100 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | GS 12 | 4 | 4 100 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | GS/GM 13 | 3 | 2 66.7 | 0 .0 | 0 .0 | 0.0 | 1 33.3 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | GS/GM 14 | 1 | 0 .0 | 0 .0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 1 100 | 0.0 | 0.0 | 0.0 | | |
| TOTAL GS/GM/SES | | 9 | 6 66.7 | 1 11.1 | 0 .0 | 0.0 | 1 11.1 | 0.0 | 1 11.1 | 0.0 | 0.0 | 0.0 | | |
| P | OTHER 12 | 1 | 0 .0 | 1 100 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| | TOTAL OTHER | 1 | 0 .0 | 1 100 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0 .0 | 0.0 | 0.0 | 0.0 | | |
| SERIES TOTAL | | 10 | 6 60.0 | 2 20.0 | 0 .0 | 0.0 | 1 10.0 | 0.0 | 1 10.0 | 0.0 | 0.0 | 0.0 | | |

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Quarterly Report Of Employees Required To File SF-278

Report Number: SRPT1702

Primary Sequence: Department, agency

Brief Description: Provides a list of employees on the rolls during the reporting period who are subject to file SF-278, Financial Disclosure Report. It details the employee's title, appointment type, special employment code, and T&A contact point mailing address. This report contains sensitive data; use is restricted.

Sequence Of Data: Employee name

Other Sources For This Report:: None

Available Media: Hard copy, electronic transmission

Production Frequency: Quarterly (calendar year)

Available Distribution Levels: Department, agency

[illegible]

Quarterly (Or Annual) Report Of Gains & Losses

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| XX/XX/XX AECO1604 | | QUARTERLY REPORT OF GAINS & LOSSES AS OF XX/XX/XX WORLD WIDE | | | | | | | | | | | | | | PAGE 1 | | | | | |
|--|-----|--|----|---------------------------------|----|--------------------------------|-----|------------|----|----------|----|-----------|---|-----------|----|-----------------------|--------------------|--|--|--|--|
| MINORITY- BLACKS | | EMPLOYMENT GROUP - FULL TIME PERMANENT EMPLOYEES | | | | | | | | | | | | | | | | | | | |
| PAY GROUP- GS AND GG | | | | DEPT | | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | | | | | | | |
| OCCUPA BLACK *****G A I N S*****L O S S E S***** | | | | | | | | | | | | | | BLACK | | TOTAL | | | | | |
| GROUP& POP AS OF*APPOINTMT* CONV TO * PROMOTED*REASSGNMT*SEPARATED*CONV FROM* PROMOTED*REASSGNMT | | | | | | | | | | | | | | POP AS OF | | POP AS OF | | | | | |
| GRADE/ LAST RPTG* TO DEPT * EMPL GRP* | | | | *AND OTHER*FROM DEPT* EMPL GRP* | | | | *AND OTHER | | | | THIS RPTG | | THIS RPTG | | | | | | | |
| SALARY TOT | | FEM* TOT | | FEM* TOT | | FEM* TOT | | FEM* TOT | | FEM* TOT | | FEM | | TOT | | TOT | | | | | |
| PROFESSIONAL | | | | | | | | | | | | | | | | | | | | | |
| 03 | | | | 1 | 1 | | | | | | | 1 | 1 | | | | | | | | |
| 04 | 3 | 1 | | | | | | | | | | 2 | 1 | | | 1 | 2 1 | | | | |
| 05 | 41 | 17 | 16 | 8 | 6 | 1 | 8 | 4 | 13 | 5 | 8 | 2 | | 1 | 38 | 14 | | | | | |
| 06 | | | | | | | 3 | 3 | | | | | | 1 | 1 | 3 | 36 18 551 216 | | | | |
| 07 | 78 | 26 | 30 | 14 | 3 | 2 | 46 | 18 | | 1 | 10 | 5 | | 51 | 22 | 4 | 1 98 37 1568 518 | | | | |
| 08 | | | | | | | | | | | | | | 1 | 1 | | | | | | |
| 09 | 357 | 75 | 9 | 4 | 3 | | 54 | 24 | 15 | 4 | 12 | 2 | | 1 | 1 | 90 | 24 | | | | |
| 10 | 3 | 1 | | | | | 1 | 1 | | | | | | | | 4 | 5 331 75 5506 1255 | | | | |
| 11 | 364 | 63 | 9 | 3 | | | 91 | 24 | 6 | 2 | 17 | 3 | | 2 | 2 | 56 | 19 | | | | |
| 12 | 246 | 64 | 6 | 3 | | | 53 | 16 | 7 | 4 | 15 | 4 | | 2 | 1 | 29 | 10 | | | | |
| 13 | 10 | | 3 | 2 | | | 6 | 2 | 2 | | | | | | | 1 | 1 | | | | |
| 14 | 3 | | | | | | 1 | | | | | | | | | 1 | 1 | | | | |
| OCCUPATIONAL GROUP TOTAL & AVERAGE GRADE | | | | | | | | | | | | | | | | | | | | | |
| 1105 | | 247 | | 74 | | 35 | | 12 | | 3 | | 263 | | 92 | | 51 | | | | | |
| 10.08 | | 9.75 | | 10.16 | | MALE | | | | | | | | | | 10.26 MALE | | | | | |
| | | | | | | | | | | | | | | | | 10.14 | | | | | |
| | | | | | | | | | | | | | | | | 9.78 10.49 9.65 10.65 | | | | | |
| | | | | | | | | | | | | | | | | MALE | | | | | |
| ADMINISTRATIVE | | | | | | | | | | | | | | | | | | | | | |
| 03 | 1 | | | | | | | | | | | | | | | 1 | 1 | | | | |
| 04 | 2 | 1 | 1 | 1 | | | | | 1 | 1 | | | | 1 | | 2 | 2 | | | | |
| 05 | 53 | 39 | 22 | 13 | 3 | 2 | 7 | 7 | 21 | 17 | 3 | 3 | | 1 | 1 | 46 | 35 | | | | |
| 06 | 2 | 1 | | | | | 2 | 2 | | | | | | | | 8 | 7 | | | | |
| 07 | 102 | 72 | 31 | 18 | 5 | 3 | 62 | 47 | 38 | 31 | 11 | 5 | | 84 | 65 | 10 | 3 | | | | |
| 08 | 4 | 3 | | | | | 3 | | | | 1 | 1 | | 1 | 1 | 2 | | | | | |
| 09 | 265 | 180 | 16 | 8 | 1 | | 96 | 72 | 11 | 11 | 16 | 9 | | 95 | 71 | 5 | 4 | | | | |
| 10 | 1 | 1 | | | | | | | | | | | | | | 273 | 187 | | | | |
| 11 | 308 | 190 | 11 | 10 | 4 | 3 | 100 | 72 | 9 | 4 | 16 | 9 | | 1 | 1 | 77 | 53 | | | | |
| 12 | 359 | 175 | 19 | 7 | 2 | 1 | 84 | 57 | 10 | 5 | 25 | 12 | | | | 66 | 37 | | | | |
| 13 | 19 | 8 | | | | | 9 | 3 | | | 2 | | | 1 | 1 | | | | | | |
| 14 | 1 | 1 | | | | | | | | | | | | | | 25 | 10 | | | | |
| OCCUPATIONAL GROUP TOTAL & AVERAGE GRADE | | | | | | | | | | | | | | | | | | | | | |
| 1117 | | 671 | | 100 | | 57 | | 15 | | 9 | | 363 | | 260 | | 90 | | | | | |
| 10.19 | | 9.94 | | 10.57 | | MALE | | | | | | | | | | 10.54 MALE | | | | | |
| | | | | | | | | | | | | | | | | 10.18 | | | | | |
| | | | | | | | | | | | | | | | | 9.95 10.32 9.62 11.00 | | | | | |
| | | | | | | | | | | | | | | | | MALE | | | | | |
| TECHNICAL | | | | | | | | | | | | | | | | | | | | | |
| 02 | 1 | | 4 | 1 | 1 | | | | | | | | | | | 2 | | | | | |
| 03 | 23 | 8 | 16 | | 5 | 1 | 3 | 2 | 8 | 5 | 7 | 2 | | 4 | 1 | 18 | 8 | | | | |
| 04 | 127 | 8 | 33 | 17 | 23 | 10 | 29 | 17 | 24 | 15 | 24 | 14 | | 8 | 2 | 72 | 44 | | | | |
| 05 | 344 | 184 | 41 | 18 | 20 | 11 | 95 | 62 | 21 | 19 | 37 | 13 | | 2 | 1 | 97 | 61 | | | | |
| 06 | 430 | 314 | 10 | 8 | 4 | 4 | 121 | 103 | 38 | 33 | 25 | 20 | | 2 | 2 | 93 | 71 | | | | |
| 07 | 754 | 456 | 16 | 14 | 5 | 1 | 133 | 90 | 26 | 19 | 37 | 23 | | 2 | 2 | 85 | 38 | | | | |
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Quarterly Report On RIF

Available Distribution Levels: Agency

[illegible]

Title I
Chapter 20
Section 5

Quarterly (Or Annual) Special Pay Report 3

Report Number: ADAM5006

Sequence Of Data: Transaction codes

Brief Description: Provides a summary of totals by special pay transaction codes.

Other Sources For This Report:: None

Production Frequency: Quarterly/Annual (fiscal year)

Available Media: Hard copy, electronic transmission, microfiche

Primary Sequence: Department, agency, organizational structure

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

Title I
Chapter 20
Section 5

Record Of Documents Deleted Manually

Available Distribution Levels: POI

| | | | | | |
|-------------------------------|---|--|--------------------|-----------------------|----------------------------|
| DATE: XX/XX/XX AGENCY: 37 | U.S. DEPARTMENT OF AGRICULTURE SENSITIVE PERSONNEL DATA--USE IS RESTRICTED | | | | ADJPO803 PAGE 1 |
| SUBMITTING OFFICE NO: 4830 | | RECORD OF DOCUMENTS DELETED MANUALLY FROM ADJP 4316 BY NFC PAY PERIOD 20 | | | |
| SOCIAL SECURITY NUMBER | TRANSACTION TYPE | ADJUSTMENT PAY PERIOD | ADJUSTMENT YEAR | DEBIT/CREDIT DEBIT | PASS ADJUSTMENT DELETED |
| 000706880 | LUMP SUM | 19 | 95 | | 03 |
| | REASON FOR DELETION: -DUPLICATE RCD | | | | |
| 000526806 | LUMP SUM | 19 | 95 | DEBIT | 03 |
| | REASON FOR DELETION: -DUPLICATE RCD | | | | |
| 000504354 | LUMP SUM | 19 | 95 | DEBIT | 04 |
| | REASON FOR DELETION: -DUPLICATE RCD | | | | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 122

Record Of Leave Data

Report Number: SF-1150

Primary Sequence: Department, agency, employee name

Brief Description: Issued either to transfer employee leave balances to another department or to certify the leave balances when an employee separates from Government service. This report contains sensitive data; use is restricted.

Sequence Of Data: N/A

Other Sources For This Report: RFQS, Record of Leave Data

Available Media: Hard copy, electronic transmission

Production Frequency: Pay period

Available Distribution Levels: POI

| RECORD OF LEAVE DATA | | | | | | | | | | | | | | |
|--|--|------|-----|------|--|-------|-------------------------------------|--|------|--|------|------|-----|------|
| 1 Name (Last, First, Middle) | | | | | 2 Social Security Number | | | | | 3 (For agency use) | | | | |
| 4 Date and Nature of Separation | | | | | 5 A Subject to 5 U.S.C. 6304(B) (45 day leave ceiling) | | | | | Yes | | No | | |
| | | | | | B Last Date Subject to 5 U.S.C. 6304(B) | | | | | C Annual Leave Balance as of That Date (Hours) | | | | |
| 6 Total Service for Leave (as of Date of Separation) | | | | | | | | | | | | | | |
| SUMMARY OF ANNUAL AND SICK LEAVE | | | | | | | | | | SUMMARY OF HOME LEAVE | | | | |
| 7 Carryover Balance From Prior Leave Year Ending | | MO | DAY | YEAR | HOURS | | | 18 Basic Service Period of 24 Months of Continuous Service Abroad: | | Date Started | | MO | DAY | YEAR |
| | | | | | Annual | Sick | Restored | | | Date Completed | | | | |
| 8 Current Leave Year Accrual Through Pay Period Ending (if 90 day restriction applicable, explain in remarks) | | | | | | | | 19 Current 12 Months Accrual Period Began on | | | | MO | DAY | YEAR |
| 9 Total | | | | | | | | Hours Absent Without Pay Since That Date | | | | | | |
| 10 Reduction in Credits. If Any (current year) | | | | | | | | 20 Current Balance (or accrual) as of | | | | MO | DAY | YEAR |
| 11 Total Leave Taken. Current Year Through Date of Separation | | | | | | | | Number of Days | | | | | | |
| 12 Balance | | | | | | | | 21 Twelve Months Accrual Date as of Date of Separation | | | | | | |
| 13 Total Hours Paid in Lump Sum (includes _____ hours for holidays) | | | | | | | | | | | | | | |
| 14 Salary Rate(s) Per Hour | | | | | | | | | | | | | | |
| 15 Lump Sum Leave Dates (if part-time tour, explain in Remarks) | | From | MO | DAY | YEAR | HOURS | 22 Dates Leave Used Prior 24 Months | | FROM | | TO | | | |
| a Restored | | Thru | | | | | | | MO | DAY | YEAR | MO | DAY | YEAR |
| b Annual Leave Above Ceiling | | From | | | | | | | | | | | | |
| c Annual Leave Within Ceiling | | Thru | | | | | | | | | | | | |
| | | From | | | | | | | | | | | | |
| | | Thru | | | | | | | | | | | | |
| ABSENCE WITHOUT PAY | | | | | | | | | | | | | | |
| 16 During Leave Year in Which Separated | | | | | | | | | | Hours | | | | |
| 17 A Date of Last Equivalent Increase | | | | | | | | | | MO | DAY | YEAR | | |
| B Total AWOP Hours Since Last Equivalent increase (except during military service and while in receipt of OWCP payments) | | | | | | | | | | Hours | | | | |
| 24 Remarks (include shore leave information, if applicable) | | | | | | | | | | | | | | |
| 25 Certified Correct By (Signature) | | | | | | | | | | | | | | |
| 26 Title, Agency, Address, Telephone Number | | | | | | | | | | 27 Date | | | | |
| 1150-114 | | | | | | | | | | | | | | |

STANDARD FORM 1150 (REV. 12-77)
CIVIL SERVICE COMMISSION
FPM SUPP. 296-31 AND 990-2

Payroll/Personnel Manual
Reports
Payroll/Personnel Output

Exhibit 124

Report Of Leave And Development Of Leave Factors

Report Number: PECO.F0302

Sequence Of Data: Accounting Station

Brief Description: Provides an annual summary of leave hours (e.g. annual, sick, compensatory, administrative, military, etc.) by accounting station.

Other Sources For This Report:: None

Production Frequency: Annual (leave year)

Available Media: Hard copy, electronic transmission

Primary Sequence: Agency

Available Distribution Levels: Agency

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| PECO.F0302 | | U.S. DEPARTMENT OF AGRICULTURE | |
| | | SOIL CONSERVATION SERVICE | |
| | | REPORT OF LEAVE AND DEVELOPMENT OF LEAVE FACTORS | |
| | | LEAVE YEAR 19XX | |
| ACCOUNTING STATION 0051 | | DATE XX/XX/XX | |
| DESCRIPTION | | | |
| | | | |
| 1. | DUTY HOURS PER PAY PERIOD | 18,224.00 | |
| 2. | ANNUAL LEAVE FORFEITED | 3.28.00 | |
| 3. | ANNUAL LEAVE EARNED | 19,622.00 | |
| 4. | ANNUAL LEAVE USED | 10,242.00 | |
| 5. | SICK LEAVE EARNED | 11,387.00 | |
| 6. | SICK LEAVE USED | 3,777.50 | |
| 7. | COMPENSATORY LEAVE EARNED | 358.75 | |
| 8. | COMPENSATORY LEAVE USED | 336.00 | |
| 9. | ADMINISTRATIVE LEAVE USED | 7,859.00 | |
| 10. | REGULAR MILITARY HOURS USED | 336.00 | |
| 11. | EMERGENCY MILITARY HOURS USED | .00 | |
| 12. | LEAVE WITHOUT PAY | 6,011.75 | |
| 13. | ABSENCE WITHOUT LEAVE | .00 | |
| 14. | SUSPENSION | .00 | |
| 15. | LEAVE CREDITS LOSS - ANNUAL | 322.00 | |
| 16. | LEAVE CREDITS LOSS - SICK | 292.00 | |
| 17. | TOTAL AVAILABLE MAN HOURS #LINE 1 TIMES 26# | 473,824.00 | |
| 18. | PROJECTED ANNUAL LEAVE ACCRUALS | 42,720.00 | |
| 19. | TOTAL OTHER LEAVE #LINES 6,9,10,11,12,13&14# | 17,984.25 | |
| 20. | TOTAL PAID LEAVE #LINES 4,6,9,10,11# | 22,214.50 | |
| 21. | ANNUAL LEAVE FACTOR #SEE NOTE 1# | 0.10341 | |
| 22. | OTHER LEAVE FACTOR #SEE NOTE 2# | 0.02898 | |
| 23. | VALUE OF ANNUAL LEAVE FORFEITED | .00 | |
| NOTE 1 - LINE 18 DIVIDED BY LINE 17 MINUS LINES 18 | | | |
| NOTE 2 - LINE 20 MINUS LINE 4 DIVIDED BY LINE 17 MINUS LINES 18 | | | |

Report Of TSP Separations For Pay Period XX

Available Distribution Levels: Department, agency

[illegible]

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Section 912, U.S. Overseas Civilian Allowances

Report Number: PAYE48A1

Primary Sequence: Department, agency, POI

Brief Description: Provides a list of overseas employees and the amounts of various payroll/personnel and travel allowances. This report contains sensitive data; use is restricted.

Sequence Of Data: Social security number

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Every 5 years; 1998, 2003, 2008, etc.

Available Distribution Levels: Department

[illegible]

Semi-Annual Accounting Data

Available Distribution Levels: Agency

[illegible]

Semi-Annual (Or Annual) Minority Report

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

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Exhibit 134

Semi-Annual (Or Annual) Report Of Special Employment Programs

Report Number: SRPR0904

Primary Sequence: Department, agency, POI

Brief Description: Provides gain and loss activity for an agency's special employment programs. A total count of employees participating in this program is depicted for the beginning and ending dates of the reporting period.

Sequence Of Data: Special employment programs

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Semiannual/Annual (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level, POI

| | | | | | | | | | |
|--------------------------|------------------------|---|--------------------------------|-----------------------|-----------------------------|-------------------------|-------|------------------------|--------|
| XX/XX/XX SRPR0904 | | SEMI-ANNUAL REPORT OF SPECIAL EMPLOYMENT PROGRAMS | | | | | | | PAGE 1 |
| REPORTING PERIOD: | | | | | | | | | |
| FROM | XX/XX/XX – XX/XX/XX | DEPT | U.S. DEPARTMENT OF AGRICULTURE | | | | | | |
| | | AGCY | 03 | AGR. RESEARCH SERVICE | | | | | |
| | | POI | 4860 BELTSVILLE, MD | 20705 | | | | | |
| | | | | | | | | | |
| | | ***** GAINS ***** | | | ***** LOSSES ***** | | | | |
| | ON-BOARD (XX/XX/XX) | APPT | CONVERSIONS | OTHER | CONV TO CAREER SPEC AUTH | CONV TO CAREER-OTHER | OTHER | ON-BOARD (XX/XX/XX) | |
| | A | B | C | D | E | F | G | H | |
| HANDICAP PROGRAMS | | | | | | | | | |
| 1. 700 HR | 3 | | | | ---- | ---- | | 3 | |
| 2. SCH A(U) | 11 | | | 1 | | | | 12 | |
| 3. SCH A(T) | 3 | | | 4 | | | | 7 | |
| 4. SCH B(K) | | | | | ---- | ---- | | | |
| SPECIAL EXCEPTED | | | | | | | | | |
| 5. SCH A(X) | | | | | ---- | ---- | | | |
| 6. SCH A(11) | | | | | ---- | ---- | | | |
| STUDENT PROGRAMS CO-OP | | | | | | | | | |
| 7. SCH B(A)-BACH | 23 | | | | | | | 23 | |
| 8. SCH B(B)-GRAD | 11 | | | | | | | 11 | |
| 9. SCH B(C)-ASSOC | | | | | | | | | |
| 10. SCH A(G)-ASSOC | | | | | ---- | ---- | | | |
| 11. SCH A(Q)-ASSOC | | | | | ---- | ---- | | | |
| 12. SCH A(G)-H.S. | | | | | ---- | ---- | | | |
| 13. SCH A(Q)-H.S. | | | | | ---- | ---- | | | |
| STUDENT PROGRAMS OTHER | | | | | | | | | |
| 14. FEDERAL JR. FELLOW | 6 | | | | | | | 6 | |
| 15. STAY IN SCHOOL | 49 | | | 31 | ---- | ---- | | 80 | |
| 16. SUMMER AID | 1 | | | | ---- | ---- | | 1 | |
| VETERAN PROGRAMS | | | | | | | | | |
| 17. VRA | 12 | | | 19 | | ---- | | 31 | |
| 18. VRA-ELIGIBLE TEMP | 2 | | | | ---- | ---- | | 2 | |
| 19. VRA-ELIGIBLE TERM | 1 | | | | ---- | ---- | | 1 | |
| 20. VRA-ELIGIBLE TOTAL | 3 | | | | ---- | ---- | | 3 | |
| 21. DISABLED-VA TRNG PGM | 1 | | | | | ---- | | 1 | |
| 22. 30 % DISABLED TEMP | | | | | ---- | ---- | | | |
| 23. 30 % DISABLED TERM | | | | | ---- | ---- | | | |
| 24. 30 % DISABLED TOTAL | | | | | ---- | ---- | | | |
| WORKER TRAINEE | | | | | | | | | |
| 25. REGULAR JOB | | | | | ---- | ---- | | | |
| 26. DEVELOPMENTAL JOB | | | | | ---- | ---- | | | |
| 27. TOTAL | | | | | ---- | ---- | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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Semi-Annual (Or Annual) Report On Accessions And Separations By Handicap

Report Number: SRPR0104

Primary Sequence: Department, agency

Brief Description: Provides the total number of accessions and separations for disabled veterans by handicap code. (NOTE: An annual report is also created that reflects the combined totals of the semiannual reports.)

Sequence Of Data: Handicap code

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Semiannual/Annual (pay periods 5 and 18)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

[illegible]

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Semi-Annual (Or Annual) Report On Cash Awards For Suggestions

Available Distribution Levels: Agency, organizational structure to the 4th level

165

Semi-Annual (Or Annual) Report On Quality Increases

Available Distribution Levels: Agency, organizational structure to the 4th level

[illegible]

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SES Recertification Notification

Available Distribution Levels: Agency

[illegible]

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Exhibit 140

Statement For Recipients Of 19XX Miscellaneous Or Interest Income Or Taxable Grants

Report Number: Form 1099

Primary Sequence: Department, agency

Brief Description: Provides a summary of miscellaneous, interest income, or taxable grants that the employee received during the calendar year. This report contains sensitive data; use is restricted.

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Production Frequency: Annual (calendar year)

Available Distribution Levels: N/A

| | | | |
|--|------------|-------------------------|--------------------------|
| U.S. DEPARTMENT OF AGRICULTURE | | FEDERAL IDENTIFYING NO. | 72-0564834F |
| NATIONAL FINANCE CENTER | | FORM 1099: | STATEMENT FOR RECIPIENTS |
| P O BOX 60000 | | | OF 19XX MISCELLANEOUS OR |
| NEW ORLEANS, LA 70160 | | | INTEREST INCOME OR |
| | | | TAXABLE GRANTS |
| RECIPIENT'S IDENTIFYING NO. | 0009999999 | | |
| | | | |
| JANE R DOE | | | |
| 1990 UNITED STATE ST. | | | |
| WASHINGTON, D.C. 20250 | | | |
| | | | |
| TYPE INCOME | | AMOUNT | |
| NON-EMPLOYEE COMPENSATION | | \$650.00 | |
| | | | |
| THE ABOVE COMPENSATION REPRESENTS SERVICES PERFORMED | | | |
| FOR THE FOLLOWING AGENCY OR AGENCIES: | | | |
| | | | |
| NATIONAL FINANCE CENTER | | | |
| | | | |
| (SEE OTHER SIDE FOR INSTRUCTIONS TO RECIPIENT) | | | |

Statement Of Earnings And Leave

Report Number: AD-334

Brief Description: See description below

Production Frequency: Pay Period

Primary Sequence: N/A

Sequence Of Data: Transaction code

Other Source For This Report : None

Available Media: Hard copy

Available Distribution Levels: N/A

Description Of Statement. The biweekly Statement of Earnings and Leave (statement) provides a breakdown of the employee's gross pay and biweekly deduction for the pay period and cumulative amounts for the tax year. It also provides the individual's year-to-date leave status for the leave year and cumulative retirement deductions. Employees receive a statement each pay period. The statement is mailed to the residence address of each employee.

Description Of Each Item

The following provides an explanation of the items found on the statement. Each item is assigned a unique number that is documented and described in the following pages. All or a combination of the items may appear on the statement depending on the particular type of appointment (full-time or part-time), rate of pay (pay plan, grade, and step), prior Federal or trust occupational, tax exemption status, benefits, deductions, contributions, and pay and leave categories.

Illustration of the statement is on page 149.10.

Descriptions of each time are as follows:

- [1] Agency Name.** The employee's agency name. This item is shown as it appears on the Table Management System (TMGT) Table 023, Agency/Bureau.
- [2] ZIP Code.** The postal ZIP Code of the employee's address as it appears on the Information/Research Inquiry System (IRIS) Program 124, Address/Check Information.
- [3] Social Security Number.** The employee's social security number
- [4] Pay Period Date.** The beginning and ending date of the pay period as they appear on TMGT Table 028, Pay Periods and Corresponding Dates By Year.

[5] P/P. The pay period that is covered by the statement as it appears on PINQ Program 032, Payroll Listing.

[6] T&A Contact Point. The employee's T&A contact point as it appears on IRIS Program 124.

[7] Acct Stat. The employee's accounting station.¹

[8] Organizational Structure. The employee's organizational structure.¹

[9] Persnl Office. The employee's Personnel Office Identifier (POI).¹

[10] Pay Plan. The employee's pay plan.¹

[11] Gr. The employee's grade.¹

[12] Step. The employee's step.¹

[13] Salary. The employee's adjusted salary¹, consisting of the rate of annual basic pay and locality comparability payments for the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of the current pay period.

[14] Rate. The employee's salary rate code.¹

[15] Type Empl. The employee's type of employment.

[16] SCD For Leave. The employee's service computation date (SCD) for leave as it appears on IRIS Program 122, SF-50B Data Elements.

[17] Ret Deduction This Appointment. The employee's retirement deductions for the current appointment as it appears on IRIS Program 117, Retirement Data.

¹ This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

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18 **Item (Code and Description)** (transaction code and description). The transaction code and description of each item as they appear on TMGT Table 032, transaction Codes. Valid codes and descriptions are:

| Trans-action Code | Trans-action Suffix | Description |
|-------------------|---------------------|--|
| 01 | 00 | Regular Time |
| | 05 | Regular Additional Duty Worked at Basic Rate |
| | 07 | Regular Scuba Diving 175% |
| | 08 | Regular Scuba Diving 200% |
| | 09 | Training |
| 03 | 00 | Interest on Back Pay |
| | 02 | Compensatory Damages (non-taxable) |
| | 03 | Miscellaneous Non-Taxable Payments |
| | 04 | Death Gratuity Payments |
| 04 | 00 | Sunday Differential |
| | 07 | Sunday– Scuba Diving 175% |
| | 08 | Sunday– Scuba Diving 200% |
| | 50 | Sunday Differential at 50% |
| 05 | 00 | Sunday Differential With Night Differential |
| 11 | 00 | Night Differential |
| | 05 | Night Differential at 15% (Salary and Expenses (S&E) and Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)) |
| | 10 | Night Differential at 20% (S&E and COBRA) |
| | 15 | Night Differential at 15% |
| | 20 | Night Differential at 20% |
| | 50 | Night Differential at 50% |
| 12 | 00 | Night Differential on Compensatory Time |
| 13 | 00 | Night Differential on Sunday Double Time |

| Trans-action Code | Trans-action Suffix | Description |
|-------------------|---------------------|------------------------------|
| 14 | 00 | Hazard Pay Differential |
| 15 | 00 | Environmental Differential |
| | 01 | Regional Pay Differential |
| | 02 | Longevity Pay |
| | 03 | Fringe |
| | 04 | Geographic Pay Differential |
| 16 | 00 | Other pay |
| | 01 | Penalty Pay Regular |
| | 02 | Penalty Pay Premium |
| | 03 | Scuba Diving |
| | 05 | Tank Cleaning Oil Regular |
| 16 | 06 | Tank Cleaning Oil Premium |
| | 07 | Launch Operations |
| | 08 | Dirty Work Regular |
| | 09 | Dirty Work Premium |
| 17 | 00 | Commute Use Government Auto |
| | 01 | Sales Commissions |
| | 02 | Earned Income Credit |
| | 03 | Severance Pay |
| | 04 | Incentive pay |
| | 05 | Ship Inspection Overtime Pay |
| | 06 | Services/Payments |
| | 07 | Tips/Cash/Interest Kind |
| | 08 | Fringe Benefits |
| | 09 | Parking – Fringe Benefits |
| | 10 | Transit – Fringe Benefits |
| | 11 | FLSA Meal Periods |
| | 12 | FLSA Other Travel |
| | 13 | FLSA Training |
| | 14 | FLSA UD Roll Call |
| | 15 | FLSA Home to Work Travel |
| | 16 | FLSA Other Hours |
| | 17 | Suffered and Permitted Duty |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---|
| | 33 | Non-Reimbursable Inspectional Overtime |
| | 34 | Inspectional Overtime – COPR |
| | 36 | Inspectional Overtime – Ad Valorem |
| | 37 | Inspectional Overtime for Continuation of Pay |
| | 38 | 1911 – Hours Intermittent |
| | 40 | Insurance 1031 Act O/T – Air/Sea Weekdays |
| | 41 | Insurance 1031 Act O/T – Land Border Weekday |
| | 42 | Insurance 1031 Act O/T – Not Worked |
| | 43 | Insurance 1031 Act O/T Air/Sea Sunday/Holiday |
| | 44 | Insurance 1031 Act O/T Land Border Sunday/Holiday |
| | 45 | Continuation of Pay |
| | 46 | Military or Court Leave |
| | 50 | Travel Reimbursements |
| 18 | 00 | Overtime Grain Appeal |
| 19 | 00 | Overtime Over 8 Hours |
| | 07 | Overtime Over 8 Hours – Scuba Diving 175% |
| | 08 | Overtime Over 8 Hours – Scuba Diving 200% |
| 21 | 00 | Overtime Over 40 Hours |
| | 07 | Overtime Over 40 Hours – Scuba Diving 175% |
| | 08 | Overtime Over 40 Hours – Scuba Diving 200% |
| | 20 | OT Paid at Double Rate |
| | 22 | Call Back OT Double Rate |
| | 30 | Commute OT Triple Rate |
| 22 | 00 | Overtime Double for Sunday Work |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| 23 | 00 | Overtime Travel Under FLSA |
| 24 | 00 | Overtime Travel Under Title V |
| 25 | 00 | Overtime Over 40 With Night Differential |
| 26 | 00 | Overtime Over 8 With Night Differential |
| 27 | 00 | Overtime Plus 10% of Overtime Rate |
| 29 | 00 | Credit Hours Worked |
| 30 | 00 | Overtime Call Back No Work Performance |
| 31 | 00 | Holiday Worked |
| | 07 | Holiday – Scuba Diving 175% |
| | 08 | Holiday – Scuba Diving 200% |
| | 10 | Holiday Pay Regular Rate |
| 32 | 00 | Compensatory Time Earned |
| | 77 | Compensatory Time Used |
| 33 | 00 | Overtime Call Back No Work on Sunday |
| 34 | 00 | FLSA |
| | 01 | Back Pay on FLSA |
| 35 | 00 | Union/Contract Negative |
| | 05 | Union/Contract Negative +15% (S&E and COBRA) |
| | 10 | Union/Contract Negative +20% (S&E and COBRA) |
| | 15 | Union/Contract Negative +15% |
| | 20 | Union/Contract Negative +20% |
| | 50 | Union/Contract Negative +50% |
| 36 | 00 | Union/Midterm Negative |
| | 05 | Union/Midterm Negative +15% (S&E and COBRA) |
| | 10 | Union/Midterm Negative +20% (S&E and COBRA) |
| | 15 | Union/Midterm Negative +15% |
| | 20 | Union/Midterm Negative +20% |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---|
| | 50 | Union/Midterm Negative +50% |
| 37 | 00 | Union/Ongoing Labor Manage- ment Relations (LMR) Act |
| | 05 | Union/Ongoing LMR Act +15% (S&E and COBRA) |
| | 10 | Union/Ongoing LMR Act +20% (S&E and COBRA) |
| | 15 | Union/Ongoing LMR Act +15% |
| | 20 | Union/Ongoing LMR Act +20% |
| | 50 | Union/Ongoing LMR Act +50% |
| 38 | 00 | Union/Grievance/Appeal Rep |
| | 05 | Union/Grievance/Appeal Rep + 15% (S&E and COBRA) |
| | 10 | Union/Grievance/Appeal Rep + 20% (S&E and COBRA) |
| | 15 | Union/Grievance/Appeal Rep + 15% |
| | 20 | Union/Grievance/Appeal Rep + 20% |
| | 50 | Union/Grievance/Appeal Rep + 50% |
| 39 | 00 | Shore Leave Earned |
| 40 | 00 | Home Leave Earned |
| 41 | 00 | Standby – AUO Available |
| 42 | 00 | Lump-Sum Payment for Annual Leave |
| | 01 | Thru Date (Mo-Da-Yr) |
| | 02 | Holiday Hours Included |
| 43 | 00 | Compensatory Time Paid |
| 44 | 00 | Cash Award |
| | 04 | Spot Award |
| | 05 | Compensatory Damages (Tax- able) |
| | 06 | PFP Bonus Award |
| | 07 | Performance Bonus |
| | 08 | PMRS Performance Award |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---|
| | 09 | Lump Sum Payout |
| | 10 | Separation Incentive |
| 45 | 00 | Cost of Living Allowance |
| | 01 | Begin Cost of Living Allowance |
| 46 | 00 | Post Differential |
| | 01 | Begin Post Differential |
| 47 | 00 | Stop Cost of Living Allowance |
| 48 | 00 | Stop Post Differential |
| 49 | 00 | Remote Worksite Allowance |
| | 01 | Horse Allowance |
| | 02 | Travel Allowance |
| | 03 | Quarters Allowance Not Taxable |
| | 04 | Quarters Allowance Taxable |
| | 05 | Non-Watch Standard Allowance/ Month Living Support |
| | 06 | Relocation Allowance Subject to Withholdings |
| | 07 | Relocation Allowance Not Sub- ject to Withholdings |
| | 08 | Reassignment Allowance |
| | 09 | Danger Pay Allowance |
| | 16 | Relocation Allowance Subject to Withholdings |
| | 17 | Relocation Allowance Not Sub- ject to Withholdings |
| 50 | 00 | Credit Hours |
| 51 | 00 | Comparability Allowance |
| | 01 | Uniform Allowance (Taxable) |
| | 02 | Separate Maintenance Allow- ance Not Taxable |
| | 03 | Separate Maintenance Allow- ance Taxable |
| | 04 | Post Allowance |
| | 05 | Education Allowance |
| | 06 | Foreign Language Allowance |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---|
| | 07 | Recruitment Incentive (Taxable) |
| | 08 | Uniform Allowance (Tax Ex-empt) |
| | 09 | Supervisory Differential |
| 52 | 00 | Retention Allowance |
| | 01 | Recruitment Allowance |
| | 02 | Relocation Allowance |
| | 03 | Regular Time Hazardous Pay |
| 59 | 00 | Shore Leave |
| | 03 | Shore Leave – Third Shift |
| | 04 | Shore Leave – Varied Shifts |
| | 05 | Shore Leave – Sunday Differential at First Shift |
| | 06 | Shore Leave – Sunday Differential at Second Shift |
| | 07 | Shore Leave – Sunday Differential at Third Shift |
| 60 | 00 | Compensatory Time Used – Religious Observance |
| | 05 | Compensatory Time Used – Religious Observance With 15% Night Differential (S&E and COBRA) |
| | 10 | Compensatory Time Used – Religious Observance With 20% Night Differential (S&E and COBRA) |
| | 15 | Compensatory Time Used – Religious Observance 15% |
| | 20 | Compensatory Time Used – Religious Observance 20% |
| | 50 | Compensatory Time Used – Religious Observance 50% |
| 61 | 00 | Annual Leave |
| | 03 | Annual Leave – 3rd Shift |
| | 04 | Annual Leave – Varied Shifts |
| | 05 | Annual Leave With 15% Night Differential (S&E and COBRA) |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---|
| | 06 | Annual Leave – Sunday Differential at Second Shift |
| | 07 | Annual Leave – Sunday Differential at Third Shift |
| | 10 | Annual Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Annual Leave With 15% Night Differential |
| | 20 | Annual Leave With 20% Night Differential |
| | 50 | Annual Leave With 50% Night Differential |
| 62 | 00 | Sick Leave |
| | 03 | Sick Leave – 3rd Shift |
| | 04 | Sick Leave – Varied Shifts |
| | 05 | Sick Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Sick Leave – Sunday Differential at Second Shift |
| | 07 | Sick Leave – Sunday Differential at Third Shift |
| | 10 | Sick Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Sick Leave With 15% Night Differential |
| | 20 | Sick Leave With 20% Night Differential |
| | 50 | Sick Leave With 50% Night Differential |
| 63 | 00 | Restored Annual Leave |
| | 03 | Restored Annual Leave – 3rd Shift |
| | 04 | Restored Annual Leave – Varied Shifts |
| | 05 | Restored Annual Leave (S&E and COBRA) With 15% Night Differential |
| | 06 | Restored Annual Leave – Sunday Differential at Second Shift |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| | 07 | Restored Annual Leave – Sunday Differential at Third Shift |
| | 10 | Restored Annual Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Restored Annual Leave With 15% Night Differential |
| | 20 | Restored Annual Leave With 20% Night Differential |
| | 50 | Restored Annual Leave With 50% Night Differential |
| 64 | 00 | Compensatory Leave |
| | 01 | Wage Grade Employees – 1st Shift |
| | 02 | Wage Grade Employees – 2nd Shift |
| | 03 | Wage Grade Employees – 3rd Shift |
| | 04 | Wage Grade Employees – Varied Shifts |
| 65 | 00 | Regular Military Leave |
| | 03 | Regular Military Leave – 3rd Shift |
| | 04 | Regular Military Leave – Varied Shifts |
| | 05 | Regular Military Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Regular Military Leave – Sunday Differential at Second Shift |
| | 07 | Regular Military Leave – Sunday Differential at Third Shift |
| | 10 | Regular Military Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Regular Military Leave With 15% Night Differential |
| | 20 | Regular Military Leave With 20% Night Differential |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| | 50 | Regular Military Leave With 50% Night Differential |
| 66 | 00 | Other Leave |
| | 03 | Other Leave – 3rd Shift |
| | 04 | Other Leave – Varied Shifts |
| | 05 | Other Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Other Leave – Sunday Differential at Second Shift |
| | 07 | Other Leave – Sunday Differential at Third Shift |
| | 10 | Other Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Other Leave With 15% Night Differential |
| | 20 | Other Leave With 20% Night Differential |
| | 50 | Other Leave With 50% Night Differential |
| | 61 | Time Off Awards |
| 67 | 00 | Injury Leave |
| | 03 | Injury Leave – 3rd Shift |
| | 04 | Injury Leave – Varied Shifts |
| | 05 | Injury Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Injury Leave – Sunday Differential at Second Shift |
| | 07 | Injury Leave – Sunday Differential at Third Shift |
| | 10 | Injury Leave With 20% (S&E and COBRA) |
| | 15 | Injury Leave With 15% Night Differential |
| | 20 | Injury Leave With 20% Night Differential |
| | 50 | Injury Leave With 50% Night Differential |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| 68 | 00 | Emergency Military Leave |
| | 03 | Emergency Military Leave – 3rd Shift |
| | 04 | Emergency Military Leave – Varied Shifts |
| | 05 | Emergency Military Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Emergency Military Leave Sunday Differential at 2nd Shift |
| | 07 | Emergency Military Leave Sunday Differential at 3rd Shift |
| | 10 | Emergency Military Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Emergency Military Leave With 15% Night Differential |
| | 20 | Emergency Military Leave With 20% Night Differential |
| | 50 | Emergency Military Leave With 50% Night Differential |
| 69 | 00 | Home Leave |
| | 03 | Home Leave – Third Shift |
| | 04 | Home Leave – Varied Shift |
| | 05 | Home Leave With 15% Night Differential (S&E and COBRA) |
| | 06 | Home Leave – Sunday Differential at Second Shift |
| | 07 | Home Leave – Sunday Differential at Third Shift |
| | 10 | Home Leave With 20% Night Differential (S&E and COBRA) |
| | 15 | Home Leave With 15% Night Differential |
| | 20 | Home Leave With 20% Night Differential |
| | 50 | Home Leave With 50% Night Differential |
| 70 | 00 | Logging-Forfeiture of Pay |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| 71 | 00 | Leave Without Pay |
| 72 | 00 | Absence Without Official Leave |
| 73 | 00 | Suspension |
| 74 | 00 | Furlough |
| 75 | 00 | Retirement at 7% |
| | 01 | Retirement at 7.5% |
| | 02 | Retirement at 8% |
| | 03 | Retirement at 1.30% |
| | 04 | Retirement Other |
| | 05 | Thrift Savings – FERS |
| | 06 | Thrift Savings – CSRS |
| | 07 | Thrift Savings – Other |
| | 08 | Panama Social Security |
| | 09 | Panama Social Security Health |
| | 10 | Retirement at 7% (Tax Def-erred) |
| | 11 | Retirement at 7.5% (Tax Def-erred) |
| | 12 | Retirement at 8% (Tax Def-erred) |
| | 13 | Retirement at 1.30% (Tax Def-erred) |
| | 14 | Retirement Other (Tax Def-erred) |
| | 15 | Thrift Savings – FERS Tax Def-erred |
| | 16 | Thrift Savings – CSRS Tax Def-erred |
| | 17 | Thrift Savings – Other Tax Def-erred |
| | 20 | D.C. Retirement |
| | 21 | COVA Judges Retirement at 1% |
| | 22 | COVA Judges Retirement at 1% Plus Spouse at 3.5% |
| 76 | 00 | Social Security (OASDI) |
| | 10 | Social Security Tax – – Travel |
| | 99 | Social Security (OASDI) – Rate Change |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| 77 | 00 | Federal Tax Exemption |
| | 01 | Extra Federal Tax |
| | 10 | Federal Tax Exemption – Travel |
| | 99 | Federal Tax Formula Change |
| 78 | 00 | State Tax Exemption |
| | 01 | Extra State Tax |
| | 02 | Panama Income Tax |
| | 03 | Panama Education tax |
| | 04 | Old Fund Liability Tax |
| | 10 | State Tax Exemption – Travel |
| | 99 | State Tax Formula Change |
| 79 | 00 | City Tax Exemption |
| | 01 | Extra City Tax |
| | 99 | City Tax Formula Change |
| 80 | 00 | County Tax Exemption |
| | 01 | Extra County Tax |
| | 99 | County Tax Formula Change |
| 81 | 00 | Federal Employees Group Life Insurance (FEGLI) Coverage |
| | 09 | Life Insurance Coverage – Non-Federal |
| | 17 | Vol Accidental Death Dismemberment Coverage |
| | 99 | Rate Change |
| 82 | 00 | Optional FEGLI – Age Bracket |
| | 09 | Optional Insurance – Age Bracket |
| | 10 | 24 Hour Accidental |
| | 99 | Rate Change |
| 83 | 00 | Federal Employees Health Benefits (FEHB) Enrollment Code |
| | 09 | Health Insurance Enrollment Code – Non-Federal |
| | 99 | Rate Change |
| 84 | 00 | Savings Bonds |
| | 01 | New Bond Authority |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| | 03 | Deduction Increase |
| | 04 | Deduction Decrease |
| | 05 | Bond Canceled |
| | 10 | Bond Carryover Refund |
| 85 | 00 | Charitable Contributions |
| 86 | 00 | Commissary |
| 87 | 00 | Union Dues |
| | 01 | Association Dues |
| | 03 | Revocation Received |
| | 04 | Dues Withholding Ceased |
| | 05 | Insufficient Wages for Dues |
| | 08 | Union Local Canceled |
| | 13 | Adjustment to Dues Deducted |
| | 14 | Dues Change |
| | 15 | Miscellaneous Fees/Dues |
| 88 | 00 | Savings Account |
| | 40 | Thrift Savings Plan (TSP) Loan Repayment (Federal) |
| | 50 | TSP Loan Repayment (Non-Federal) |
| 89 | 00 | Imprest Fund |
| 90 | 00 | Travel Advance Collections |
| 91 | 00 | Quarters |
| | 01 | Quarters – Not Taxable |
| | 02 | Quarters – Taxable |
| 93 | 10 | Flexfund Dependant Care Account (DCA) |
| | 11 | Flexfund Health Care Account (HCA) |
| 94 | 00 | CSR Military Service Deposits |
| 95 | 00 | CSR Civilian Service Deposits |
| 97 | 00 | Medicare Hospital Insurance Tax (HITS) |
| | 10 | Medicare tax – Travel |
| | 99 | Hospital Insurance Tax (Rate Rev) |

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| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|--|
| 98 | 00 | TSP Collection – Miscellaneous |
| | 34 | TSP Collection – Repayment |
| | 35 | TSP Collection Tax Deferred |
| 99 | 00 | Miscellaneous Deduction |
| | 01 | Salary Overpayment |
| | 02 | Duplicate Salary Payment |
| | 03 | Salary Advance Collection |
| | 04 | Lump Sum Overpayment |
| | 05 | Lump Sum Recovery |
| | 06 | Overdrawn Leave |
| | 07 | Paid Leave to LWOP |
| | 08 | Forfeiture of Pay |
| | 09 | Collection for Quick Service |
| | 15 | Salary Description |
| | 16 | Salary Overpayment |
| | 20 | Adjustment FICA and Retirement |
| | 21 | FEHB |
| | 22 | FEGLI |
| | 23 | Quarters |
| | 24 | Quarter (Not Taxed) |
| | 25 | Meals |
| | 26 | Commissary |
| | 27 | Child Support/Alimony |
| | 28 | LWOP – FEHB |
| | 29 | Credit Net Pay |
| | 30 | Bankruptcy |
| | 31 | Delinquent Loans |
| | 32 | Occupational Privilege Tax |
| | 33 | Educational Loans |
| | 34 | Thrift Savings |
| | 35 | Smithsonian Life Insurance (Nonpay Status) |
| | 40 | Tax Levy |

| Trans- action Code | Trans- action Suffix | Description |
|--------------------------|----------------------------|---------------------------------------|
| | 41 | Travel Advance |
| | 42 | Property Loss |
| | 43 | Subsistence |
| | 44 | Personal Phone Calls |
| | 45 | Parking Fees |
| | 46 | Jury Fees Recovery |
| | 47 | Moving Expenses Recovery |
| | 48 | Duplicate Savings Allotment |
| | 49 | Travel Overpayment |
| | 50 | Commercial Garnishments |
| | 60 | Discretionary Allotment Paid Biweekly |
| | 61 | Discretionary Allotment Paid Monthly |
| | 70 | Special Deduction |
| | 75 | SPPS Death and Indebtedness |
| | 81 | Revocation of Authorization |
| | 82 | Change/Correction to Authorization |
| | 83 | New Authorization |
| | 85 | Transfer-In |
| | 87 | Allotment Revocation |
| | 90 | Miscellaneous Deduction |
| | 91 | Miscellaneous Collection |
| | 92 | Noncash Fringe Benefit |
| | 93 | Unif-Suc-COLA Deduction |
| | 94 | CSR Military Service Deposits |
| | 95 | CSR Civilian Service deposits |
| | 96 | FERS Military Service Deposits |

[19] Hours (1st Wk). The number of hours worked and the number hours of leave used in each category during the first week of the pay period.

[20] Hours (P/P). The number of hours worked and the number of hours of leave used in each category during the pay period as it appears on PINQ Program 032, Payroll Listing.

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[18] Hours (Yr. To Date). The number of hours used year-to-date for regular time and/or each leave category as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.

[19] Amount (1st Wk). The amount paid in the first week of the pay period.

[20] Amount (P/P). The amount paid in the pay period as it appears on PINQ Program 032, Payroll Listing.

[21] Amount (Yr. To Date). The amount paid or withheld year-to-date.

[22] Gross Pay (P/P). The amount¹ of gross pay for the pay period.

[23] Gross Pay (Yr. To Date). The amount of gross pay year-to-date as it appears on IRIS Program 103, Salary YTD Date.

[24] Routing No. The routing number of the financial institution where the employee's net pay is deposited as it appears on IRIS Program 124.

[25] Net Pay (P/P). The amount¹ of net pay for the pay period.

[26] Net Pay (Yr. To Date). The amount¹ of net pay year-to-date. **Note:** The amount of the debt for a separated employee is deducted from the net pay amount.

[27] Bond Account (Auth No). The authorization number of the savings bond.

[28] Bond Account (Denomination). The denomination of the savings bond.

[29] Bond Account (Deduction). The amount of the deduction of each savings bond for the pay period.

[30] Bond Account (Balance Avail). The amount applied to the purchase price of the savings bond.

[31] Bond Account (Balance Avail). The number² of each savings bond issued during the pay period.

[32] Bond Account (Issue Date). The issue date² of each savings bond.¹

[33] Year To Date Leave Status (Type). The type of leave accrued year-to-date.

[34] Year To Date Leave Status (Accrued). The number of hours of leave accrued year-to-date.

[35] Year To Date Leave Status (Used). The number of hours used year-to-date.

[36] Year To Date Leave Status (Balance). The balance available for each type of leave year-to-date.

[37] Year To Date Leave Status (Projected Use or Lose). The projected number of hours of use-or-lose annual leave.

[38] Pt. Hrs Unapp (Part-time Hours Unapplied). The number of unapplied hours at the end of a pay period for a part-time employee.

[39] Max. C/O (Maximum Carryover). the maximum number of annual leave carryover hours for the year.

[40] Leave Category. The leave category for the employee.

[41] Remarks. The remarks designated by his/her agency or NFC to advise an employee of changes in the statement or other pertinent information.

[42] Bar Code. The code used by the U.S. Post Office to sort and deliver mail.

[43] Tray Number. The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used to trace delivery and mail problems.

[44] Statement Number. The employee's earnings statement number within the mailing tray. Like the tray number, this number is used to trace delivery and mail problems.

[45] Agency Code. The employee's agency code.

[46] Personnel Office Identifier (POI0). The employee's POI.

[47] Name and Address. The name and address of the employee as it appears on IRIS Program 124.

1 This item is shown as it appears on PINQ Program 32, Payroll Listing.

2 This item is shown as it appears on IRIS PROGRAM 108, Bonds.

3 This item is shown as it appears on IRIS Program 136, Annual/Sick Leave, or 138, Other leave.

4 This item is shown as it appears on IRIS Program 101.

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Example Of Statement Of Earnings And Leave

| AGENCY NAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------|-----------------|-------------------|------------|------------|-------------------|---------|---------------------------------|---------|-----------------------|-----------------|----------|----|---------|---------------------|----|----|------|------|-----|-----|-----|-------------|-----|-----|-----|----|--|--|--|--|--|--|--|--|--|
| NATIONAL FINANCE CENTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOCIAL SECURITY NO | | PAY PERIOD DATE | | P/P | | T/A CONTACT POINT | | ACCT STAT | | PERSONAL OFFICE | | PAY PLAN | | GR STEP | | | | | | | | | | | | | | | | | | | | | | |
| 000 | 00 | 0000 | XX | XX | XX | XX | XX | XX | 90 | 22 | 1690 | 01 | 01 | 0010 | 90 | 70 | 01 | 0000 | 5317 | GS | 07 | 09 | | | | | | | | | | | | | | |
| SALARY | | RATE | | TYPE | | SOD FOR LEAVE | | RET DEDUCTIONS THIS APPOINTMENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | | 254 | | 00 | | PA | | F/T | | 06 | | 24 | | 58 | | 18 | | 981 | | 81 | | | | | | | | | | | | | | | | |
| STATEMENT OF EARNINGS AND LEAVE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EARNINGS AND DEDUCTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ITEM | | | | | | | | | | | | | | | HOURS | | | | | | | | AMOUNT | | | | | | | | | | | | | |
| DESCRIPTION | | | | | | | | | | | | | | | P/P | | | | | | | | YR. TO DATE | | | | | | | | | | | | | |
| CODE | | | | | | | | | | | | | | | P/P | | | | | | | | YR. TO DATE | | | | | | | | | | | | | |
| 01 | REGULAR TIME | | | | | | | | | | | | | | ★ ★ | 16 | 00 | 798 | 25 | ★ ★ | 178 | 24 | 8 | 880 | 41 | | | | | | | | | | | |
| 34 | FLSA | | | | | | | | | | | | | | | | | | | | | | | | 17 | 60 | | | | | | | | | | |
| 44 | CASH AWARD | | | | | | | | | | | | | | | 12 | 00 | | | | | | | 1 | 000 | 00 | | | | | | | | | | |
| 61 | ANNUAL LEAVE | | | | | | | | | | | | | | | | | 99 | 75 | | 623 | 84 | 1 | 105 | 38 | | | | | | | | | | | |
| 62 | SICK LEAVE | | | | | | | | | | | | | | | 56 | 00 | 4 | 25 | | | | | 47 | 35 | | | | | | | | | | | |
| 64 | COMPENSATORY LEAVE | | | | | | | | | | | | | | | | | 1 | 75 | | | | | 19 | 50 | | | | | | | | | | | |
| 66 | OTHER LEAVE | | | | | | | | | | | | | | | | | 46 | 00 | | 69 | 12 | | 566 | 16 | | | | | | | | | | | |
| 21 | OVERTIME - PREMIUM RATE | | | | | | | | | | | | | | | 4 | 00 | 10 | 00 | | 20 | 00 | | 50 | 00 | | | | | | | | | | | |
| 17 42 | '31 ACT O/T NOT WORKED | | | | | | | | | | | | | | | 4 | 00 | 5 | 50 | | | | | 91 | 91 | | | | | | | | | | | |
| **** ***** PAY PERIOD HOURS & GROSS PAY ***** | | | | | | | | | | | | | | | | 92 | 00 | | | | | 891 | 20 | 11 | 778 | 31 | | | | | | | | | | |
| 75 | RETIREMENT @ 7% | | | | | | | | | | | | | | | | | | | | | | 62 | 38 | | 746 | 77 | | | | | | | | | |
| 75 16 | THRIFT SAVINGS - CSRS TAX DEF | | | | | | | | | | | | | | | | | | | | | | 66 | 84 | | 200 | 52 | | | | | | | | | |
| | * AMT BASED ON 891.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | FEDERAL TAX EXEMPTS S00 | | | | | | | | | | | | | | | | | | | | | | 137 | 16 | 1 | 686 | 40 | | | | | | | | | |
| | EXTRA FEDERAL TAX | | | | | | | | | | | | | | | | | | | | | | 20 | 00 | | 240 | 00 | | | | | | | | | |
| 78 | ST TAX LA EXEMPTS 000 | | | | | | | | | | | | | | | | | | | | | | 22 | 81 | | 321 | 80 | | | | | | | | | |
| 81 | FGLI - COVERAGE \$26000 | | | | | | | | | | | | | | | | | | | | | | 4 | 81 | | 57 | 54 | | | | | | | | | |
| 83 | FEHBA - ENROLL CODE 104 | | | | | | | | | | | | | | | | | | | | | | 8 | 53 | | 100 | 45 | | | | | | | | | |
| 84 | SAVINGS BOND | | | | | | | | | | | | | | | | | | | | | | 50 | 00 | | 487 | 50 | | | | | | | | | |
| 85 | CHARITABLE CONTRIBUTNS | | | | | | | | | | | | | | | | | | | | | | 4 | 99 | | 59 | 75 | | | | | | | | | |
| 87 | UNION/ASSOCIATION D2718 | | | | | | | | | | | | | | | | | | | | | | 7 | 00 | | 84 | 00 | | | | | | | | | |
| 88 | SAVINGS ACCT 3685 | | | | | | | | | | | | | | | | | | | | | | 25 | 00 | | 300 | 00 | | | | | | | | | |
| 97 | MEDICARE TAX WITHHELD | | | | | | | | | | | | | | | | | | | | | | 12 | 92 | | 170 | 51 | | | | | | | | | |
| ***** TOTAL DEDUCTIONS ***** | | | | | | | | | | | | | | | | | | | | | | | 422 | 44 | 4 | 455 | 24 | | | | | | | | | |
| ***** NET PAY ***** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD/EFT ROUTING NO. XXXXXXXXX | | | | | | | | | | | | | | | | | | | | | | | 468 | 76 | 7 | 323 | 07 | | | | | | | | | |
| BOND ACCOUNT | | | | | | | | | | | | | | | YEAR TO DATE STATUS | | | | | | | | | | | | | | | | | | | | | |
| AUTH. NO. | DENOMINATION | DEDUCTION | BALANCE AVAILABLE | NO. ISSUED | ISSUE DATE | TYPE | ACCRUED | USED | BALANCE | PROJECTED USE OR LOSE | PT. HRS. UNAPP. | MAX. C/O | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 100 | 50 00 | | 1 | XX XX | ANN. | 88 00 | 81 50 | 246 50 | 126 50 | | 240 00 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | SICK | 44 00 | 4 25 | 1363 00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | COMP | 1 75 | 1 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | REMARKS | | | | | | | | | | | | | | | | | | | | | |
| NAME AND ADDRESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

► OFFICIAL PAY DATE XX/XX/XX ◀

Jane Smith
000 Rose Street
New Orleans, LA XXXXX

Exhibit 142

Student Employment Report By Occupational Series

Report Number: SRPR0502-A

Sequence Of Data: Occupational series group

Brief Description: Provides additional Office of Personnel Management (OPM) required information on student employment programs.

Other Sources For This Report:: None

Production Frequency: Annual (fiscal year)

Available Media: Hard copy, electronic transmission

Primary Sequence: Department

Available Distribution Levels: Department

[illegible]

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Student Employment Report Of Work Sites By State

Available Distribution Levels: Department

[illegible]

Summary Of Accomplishments In Affirmative Action Program For Employment Of Individuals With Disabilities

Available Distribution Levels: Agency, organizational structure to the 5th level

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Summary Report Of Use Of Delegations Of Personnel Authorities, Alphabetic By Agency

Available Distribution Levels: Department, agency

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Exhibit 146

Summary Report Of Use Of Delegations Of Personnel Authorities, By Authority

Report Number: ADAM3003

Sequence Of Data: Authority, agency, POI

Brief Description: Provides a summary listing of selected authorities in authority and agency order.

Other Sources For This Report:: None

Production Frequency: Semiannual (fiscal year)

Available Media: Hard copy, electronic transmission

Primary Sequence: Department

Available Distribution Levels: Department

[illegible]

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Exhibit 147

Supervisory Or Managerial Probationary Period Report

Report Number: AD-773

Sequence Of Data: N/A

Brief Description: Provides documentation of the supervisor's evaluation of the employee's performance while serving a probationary period as a permanent first-time supervisor or manager.

Other Sources For This Report:: RFQS, Supervisory Or Managerial Probationary Period Report

Production Frequency: Pay Period

Available Media: Hard copy, electronic transmission

Primary Sequence: N/A

Available Distribution Levels: Agency

| UNITED STATES DEPARTMENT OF AGRICULTURE | | | | | |
|---|--------------------------|--|--|---|--------------------------|
| SUPERVISORY OR MANAGERIAL PROBATIONARY PERIOD REPORT | | | | | |
| 1 SOCIAL SEC. NO. | | 2 NAME (Last, First, Middle) | | 3 PROBATIONARY PERIOD SERVED AS (Check One) <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Supervisor/Manager | |
| 4 PAY | 5 OCCP. | 6 GRADE | 7 SERVICE PERIOD COVERED THIS RPT. | 8 OFFICIAL POSITION TITLE | |
| 9 AGENCY CODE | | 10 ORGANIZATIONAL STRUCTURE CODE | | 11 OFFICIAL DUTY STATION | |
| SEE REVERSE OF FORM BEFORE COMPLETING FOLLOWING ITEMS | | | | | |
| 12. FOR COMPLETION BY SUPERVISOR. IN THE APPROPRIATE RESPONSIBILITIES LISTED BELOW, CHECK WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY OR UNSATISFACTORY. | | | | | |
| A SUPERVISORY PROBATIONARY PERIOD | | | B MANAGERIAL PROBATIONARY PERIOD | | |
| SATIS- FAC- TORY | UNSAT- ISFAC- TORY | RESPONSIBILITIES | | SATIS- FAC- TORY | UNSAT- ISFAC- TORY |
| | | 1 Assigns, directs, and evaluates subordinates work | | | |
| | | 2 Organizes and utilizes staff resources effectively | | | |
| | | 3 Accomplishes work objectives | | | |
| | | 4 Identifies and meets development needs of subordinates | | | |
| | | 5 Recognizes and performs employee counseling | | | |
| | | 6 Maintains effective organizational climate | | | |
| | | 7 Adheres to agency and USDA rules and regulations | | | |
| | | 8 Accomplishes affirmative action objectives | | | |
| 13 I CERTIFY THAT THE EMPLOYEE HAS COMPLETED THE REQUIRED 80 HOURS OF SUPERVISORY/MANAGERIAL TRAINING. | | | | | |
| | | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| 14 A <input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE RETAINED IN SUPERVISORY OR MANAGERIAL POSITION. | | | 14 B <input type="checkbox"/> I RECOMMEND THAT THE EMPLOYEE BE RETURNED TO NONSUPERVISORY OR NONMANAGERIAL POSITION. | | |
| 15 SUPPORTING REASONS FOR NOT RETAINING EMPLOYEE IN SUPERVISORY OR MANAGERIAL POSITION (Narrative) | | | | | |
| | | | | | |
| 16 SUPERVISOR'S SIGNATURE | | | 19 REVIEWING OFFICIAL'S SIGNATURE | | |
| 17 TITLE | | 18 DATE | | 21 DATE | |

EMPLOYEE'S COPY

FORM AD - 773 (5/80)

Exhibit 148

TAPER And Status Quo Employees Approaching Eligibility For Conversion To Career

Report Number: AECO37T6

Order, or Civil Service Rule which permitted retention without acquiring such status.

Brief Description: Provides a list by pay period of TAPER (Temporary Appointment Pending Establishment of a Register) and status quo employees approaching eligibility for conversion to career positions. A TAPER employee is employed under an Office of Personnel Management (OPM) authority granted to an agency when there are insufficient eligibles on a register to fill a position. A status quo employee is one who failed to acquire competitive status when his/her position was placed in the competitive service by a statute, Executive

Production Frequency: Pay Period

Primary Sequence: Department, agency, POI

Sequence Of Data: Employee name

Other Sources For This Report:: RFQS, TAPER
And Status Quo Employees Approaching Eligibility
For Conversion To Career

Available Media: Hard copy, electronic transmission

Available Distribution Levels: POI

[illegible]

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Exhibit 150

Total Wage Employee Population

Report Number: BEAR9003

Sequence Of Data: State, city, pay plan

Brief Description: Provides the total number of wage employees in each county.

Other Sources For This Report:: None

Production Frequency: Pay period

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency, POI

Available Distribution Levels: Agency

| | | | | | | | |
|-------------------|------------------|--|------|----|------|----------------------|---|
| REPORT # BEAR9003 | | U.S. DEPARTMENT OF AGRICULTURE | | | | PAGE | 2 |
| AS OF JULY XXXX | | TOTAL WAGE EMPLOYEE POPULATION | | | | | |
| FOREST SERVICE | | | | | | 11 PREPARED XX/XX/XX | |
| DENVER | | | | | | 0802 | |
| STATE | CITY / COUNTY | PAY PLAN-SERIES-GRADE-BARGAINING UNIT | | | | TOTAL | |
| 2269-SHAWNEE | | | | | | | |
| 093-PARK | | WG | 5001 | 05 | 7777 | 1 | |
| | | WG | 5001 | 07 | 7777 | 1 | |
| 2269-SHAWNEE | | | | | | | |
| 093-PARK | | | | | | | 2 |
| 2305-SILVERTHORNE | | | | | | | |
| 117-SUMMIT | | WG | 4742 | 07 | 0634 | 1 | |
| 2305-SILVERTHORNE | | | | | | | |
| 117-SUMMIT | | | | | | | 1 |
| | | | | | | | |
| CO | TOTAL | | | | | 15 | |
| FWS AREA TOTAL | | | | | | 15 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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Exhibit 151

Training Instances By PATCO & Pay Level

Report Number: TRAI5301

Production Frequency: Quarterly (SF-113 cutoff)

Brief Description: Provides a separate report for each of the nine training types; that is, Executive Management, Supervisory, Legal, Medical, Scientific or Engineering, Administrative and Analysis, Speciality and Technical, Clerical, Trade or Credit, Orientation, and Adult Basic Education. Each report provides the training instances; hours trained; cost of tuition, books, and material; the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category; and pay level. These reports are available only to agencies using the Training Information System (TRAI).

Primary Sequence: Department, agency, geographic location, employment group, training type

Sequence Of Data: PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Available Distribution Levels: Department, agency, organizational structure to the 5th level

| | | | | | | | | | | | | | | | |
|--|-------------|----------------------|---|-----------|--------|--------------------------------|--------|-----------------|--------|-------------------------------------|--------|-------------------------------------|--------|--------|--|
| DN-714-16 REPORT NO: TRAI5301 FYXX TRAINING INSTANCES BY PATCO & PAY LEVEL | | | | | | | | | | | | | | PAGE 1 | |
| RUN DATE XX/XX/XX | | GEOG COV: WORLD WIDE | | | | EMPLOYMT COV: PFT & PPT | | | | TRAINING TYPE: ORIENTATION | | | | | |
| AS OF DATE XX/XX/XX | | DEPT AG | | | | U.S. DEPARTMENT OF AGRICULTURE | | | | LVL2 10 FIELD ORIENTATION | | | | | |
| | | AGCY 03 | | | | AGR. RESEARCH SERVICE | | | | | | | | | |
| PAT | | TOTAL | | W H I T E | | B L A C K | | H I S P A N I C | | A S I A N A M . / P A C I F I C I S | | A M . I N D I A N / A K N A T I V E | | | |
| CO | PAY LEVEL | ALL | | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | | |
| P | GS/GM 13 | INST | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | HRS | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| P | TOTAL GS/GM | INST | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | HRS | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| P | PATCO TOTAL | INST | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | HRS | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | 100.0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
| | | \$ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | | % | | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | .0 | | |
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**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Title I
Chapter 20
Section 5

Exhibit 153

Vacancy Review Notice

Report Number: AECO4604 (PMS 1)

Sequence Of Data: Organizational structure

Brief Description: Provides notification to management the positions vacated within the last two weeks and the staffing options available.

Other Sources For This Report:: RFQS, Vacancy Review Notice

Production Frequency: Pay Period

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency, POI

Available Distribution Levels: POI

| | | | | | | | | |
|---|------------------|--------------------|-------------------|-----------------------------------|-------------|------------------------|----------------|------|
| PREPARED XX/XX/XX AECO4604 (PMS 1) VACANCY REVIEW NOTICE - AS OF XX/XX/XX | | | | | | | | PAGE |
| AG 03 03 AGRICULTURAL RESEARCH SERVICE SON 4860 WASHINGTON, DC | | | | | | | | |
| MASTER | | | | | | | | |
| POSITION ORGANIZATIONAL STRUCTURE | RECORD NUMBER | POSITION NUMBER | POSITION OFFICIAL | TITLE | PAY PLAN | OCCUPATIONAL SERIES | GRADE LEVEL | |
| 86 91 78 0780 10 00 00 00 | H00F11 | RTC00002 | AUDITOR | | GG | 0511 00 | 07 | |
| ***** THIS POSITION WAS VACATED XX/XX/XX ***** | | | | | | | | |
| YOUR STAFFING OPTIONS ARE : | | | | | | | | |
| PLEASE CONTACT YOUR PERSONNEL SPECIALIST IF YOUR INTENTION IS TO : | | | | REASSIGNMENT _____ | | | | |
| FILL AS DESCRIBED _____ CHANGE TITLE AND SERIES _____ | | | | OPM CERTIFICATE _____ | | | | |
| FILL AT LOWER GRADE _____ INACTIVE POSITION _____ | | | | VACANCY ANNOUNCEMENT _____ | | | | |
| FILL AT HIGHER GRADE _____ ABOLISH POSITION _____ | | | | REINSTATEMENT _____ | | | | |
| | | | | SPECIAL PROGRAM _____ | | | | |
| | | | | CORRECT A MISCLASSIFICATION _____ | | | | |
| IF YOU HAVE DECIDED TO FILL THIS VACANCY, ATTACH AN SF-52 | | | | | | | | |
| SIGNATURE _____ | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 154

Voluntary Separations By PATCO & Pay Level

Report Number: AARU4002

Sequence Of Data: PATCO category, pay level, grade

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category, and pay level.

Other Sources For This Report:: None

Production Frequency: Quarterly (SF-113 cutoff)

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Primary Sequence: Department, geographic location, employment group

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-10 AARU4002 FYXX | | | VOLUNTARY SEPARATIONS BY PATCO & PAY LEVEL | | | | | | | | | | PAGE 52 | |
|-------------------------|--------------|-----|--|--------------|--------------------------------|--------------|------------|-------------------------|-----------------------|--------------|------------------------|--------------|---------|--|
| RUN DATE XX/XX/XX | | | GEOG COV: WORLD WIDE | | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| AS OF DATE XX/XX/XX | | | DEPT | AG | U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | | |
| TOTAL | | | WHITE | | BLACK | | HISPANIC | | ASIAN AM./ PACIFIC IS | | AM. INDIAN/ AK. NATIVE | | | |
| PAT CO | PAY LEVEL | NO. | MALE NO. % | FEMALE NO. % | MALE NO. % | FEMALE NO. % | MALE NO. % | FEMALE NO. % | MALE NO. % | FEMALE NO. % | MALE NO. % | FEMALE NO. % | | |
| | SES/GS 16-18 | 7 | 5 71.4 | 1 14.3 | 1 14.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| P | GS 05 | 3 | 2 66.7 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 07 | 8 | 5 62.5 | 1 12.5 | 1 12.5 | 0 .0 | 0 .0 | 0 .0 | 1 12.5 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 09 | 7 | 3 42.9 | 2 28.6 | 0 .0 | 1 14.3 | 0 .0 | 1 14.3 | 0 .0 | 1 14.3 | 0 .0 | 0 .0 | | |
| | GS 11 | 14 | 4 28.6 | 8 57.1 | 0 .0 | 1 7.1 | 0 .0 | 0 .0 | 1 12.5 | 0 .0 | 0 .0 | 1 7.1 | | |
| | GS 12 | 19 | 10 52.6 | 3 15.8 | 1 5.3 | 3 15.8 | 1 5.3 | 0 .0 | 0 .0 | 1 5.3 | 0 .0 | 0 .0 | | |
| | GS/GM 13 | 21 | 12 57.1 | 6 28.6 | 1 4.8 | 2 9.5 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS/GM 14 | 12 | 9 75.0 | 3 25.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS/GM 15 | 8 | 5 62.5 | 2 25.0 | 1 12.5 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| TOTAL GS/GM | | 92 | 50 54.3 | 25 27.2 | 4 4.3 | 8 8.7 | 1 1.1 | 11.1 | 1 1.1 | 1 1.1 | 0 .0 | 1 1.1 | | |
| P | OTHER 07 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 11 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 12 | 5 | 2 40.0 | 2 40.0 | 0 .0 | 1 20.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 13 | 3 | 1 33.3 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | | |
| | OTHER 14 | 3 | 1 33.3 | 1 33.3 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 15 | 4 | 4 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 16-18 | 7 | 5 71.4 | 1 14.3 | 0 .0 | 0 .0 | 1 14.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | TOTAL OTHER | 24 | 14 58.3 | 6 25.0 | 0 .0 | 1 4.2 | 2 8.3 | 0 .0 | 0 .0 | 0 .0 | 1 4.2 | 0 .0 | | |
| PATCO TOTAL | | 116 | 64 55.2 | 31 26.7 | 4 3.4 | 9 7.8 | 3 2.6 | 1 .9 | 1 .9 | 1 .9 | 1 .9 | 1 .9 | | |
| A | GS 07 | 2 | 0 .0 | 1 50.0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 09 | 11 | 2 18.2 | 6 54.5 | 1 9.1 | 1 9.1 | 1 9.1 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 11 | 12 | 4 33.3 | 7 58.3 | 0 .0 | 0 .0 | 0 .0 | 1 8.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 12 | 24 | 7 29.2 | 10 41.7 | 1 4.2 | 3 12.5 | 1 4.2 | 2 8.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS/GM 13 | 7 | 3 42.9 | 3 42.9 | 0 .0 | 0 .0 | 1 14.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS/GM 14 | 7 | 5 71.4 | 0 .0 | 0 .0 | 1 14.3 | 1 14.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS/GM 15 | 7 | 5 71.4 | 2 28.6 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| TOTAL GS/GM | | 70 | 26 37.1 | 29 41.4 | 2 2.9 | 6 8.6 | 4 5.7 | 3 4.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| A | OTHER 12 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 13 | 1 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | | |
| | OTHER 14 | 2 | 0 .0 | 1 50.0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 15 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | OTHER 16-18 | 3 | 2 66.7 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| TOTAL OTHER | | 8 | 3 37.5 | 2 25.0 | 1 12.5 | 1 12.5 | 0 .0 | 0 .0 | 0 .0 | 1 12.5 | 0 .0 | 0 .0 | | |
| PATCO TOTAL | | 78 | 29 37.2 | 31 39.7 | 3 3.8 | 7 9.0 | 4 5.1 | 3 3.8 | 0 .0 | 1 1.3 | 0 .0 | 0 .0 | | |
| T | GS 03 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 04 | 2 | 0 .0 | 1 50.0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 05 | 9 | 4 44.4 | 3 33.3 | 0 .0 | 0 .0 | 1 11.1 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1 11.1 | | |
| | GS 06 | 11 | 1 9.1 | 6 54.5 | 2 18.2 | 2 18.2 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 07 | 15 | 4 26.7 | 4 26.7 | 0 .0 | 5 33.3 | 1 6.7 | 0 .0 | 0 .0 | 1 6.7 | 0 .0 | 0 .0 | | |
| | GS 08 | 3 | 1 33.3 | 0 .0 | 0 .0 | 2 66.7 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |
| | GS 09 | 12 | 6 50.0 | 3 25.0 | 2 16.7 | 1 8.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | | |

Payroll/Personnel Manual Reports Payroll/Personnel Output

Title I
Chapter 20
Section 5

Exhibit 155

Voluntary Separations By PATCO, Series & Pay Level

Report Number: AARU4002

Primary Sequence: Department, geographic location, employment group

Brief Description: Provides the number of voluntary separations and the percentage of representation by professional, administrative, technical, clerical, and other (PATCO) category for occupational series with 50 or more employees, and by pay level within the occupational series.

Sequence Of Data: Occupational series, PATCO category, pay level, grade

Other Sources For This Report:: None

Available Media: Hard copy, microfilm, microfiche, electronic transmission

Production Frequency: Quarterly (SF-113 cutoff)

Available Distribution Levels: Department, agency, organizational structure to the 4th level

| DN-714-11 AARU4002 FYXX RUN DATE XX/XX/XX | | | VOLUNTARY SEPARATIONS BY PATCO, SERIES & PAY LEVEL | | | | | | | | | | PAGE 56 |
|--|-----------------|-----|--|---------|-----------|--------|-------------------------|--------|-----------------------------------|--------|-------------------------------------|--------|---------|
| AS OF DATE XX/XX/XX | | | GEOG COV: WORLD WIDE DEPT AG U.S. DEPARTMENT OF AGRICULTURE | | | | EMPLOYMT COV: PFT & PPT | | | | | | |
| PAT | TOTAL | | W H I T E | | B L A C K | | H I S P A N I C | | A S I A N A M / P A C I F I C I S | | A M. I N D I A N / A K. N A T I V E | | |
| CO | | | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | MALE | FEMALE | |
| SERIES | PAY LEVEL | NO. | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | NO. % | |
| 1340 METEOROLOGY | | | | | | | | | | | | | |
| P | GS 05 | 2 | 2 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 07 | 4 | 3 75.0 | 1 25.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 12 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 13 | 3 | 2 66.7 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 14 | 5 | 5 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 16-18 & SES | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 16 | 13 81.3 | 2 12.5 | 1 6.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 16 | 13 81.3 | 2 12.5 | 1 6.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 1224 PATENT EXAMINING | | | | | | | | | | | | | |
| P | GS 07 | 2 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 09 | 1 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 11 | 5 | 2 40.0 | 3 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 12 | 3 | 2 66.7 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | |
| | GS/GM 13 | 4 | 2 50.0 | 2 50.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 15 | 7 46.7 | 5 33.3 | 0 .0 | 1 6.7 | 0 .0 | 0 .0 | 1 6.7 | 1 6.7 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 15 | 7 46.7 | 5 33.3 | 0 .0 | 1 6.7 | 0 .0 | 0 .0 | 1 6.7 | 1 6.7 | 0 .0 | 0 .0 | |
| 1530 STATISTICIAN | | | | | | | | | | | | | |
| P | GS 05 | 1 | 0 .0 | 0 .0 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 09 | 3 | 1 33.3 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS 11 | 2 | 1 50.3 | 1 50.0 | 0 .0 | 0 .0 | 0 .0 | 1 33.3 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 14 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 7 | 2 28.6 | 3 42.9 | 0 .0 | 1 14.3 | 0 .0 | 1 14.3 | 0 .0 | 0 .0 | 1 .5 | 0 .0 | |
| | SERIES TOTAL | 197 | 146 74.1 | 35 17.8 | 10 5.1 | 1 .5 | 4 2.0 | 0 .0 | 0 .0 | 0 .0 | 1 .5 | 0 .0 | |
| P | OTHER 07 | 1 | 0 .0 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | OTHER 12 | 2 | 0 .0 | 2 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL OTHER | 3 | 0 .0 | 3 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 10 | 2 20.0 | 6 60.0 | 0 .0 | 1 10.0 | 0 .0 | 1 10.0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 0482 FISHERY BIOLOGY | | | | | | | | | | | | | |
| P | GS 07 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | TOTAL GS/GM/SES | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | SERIES TOTAL | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| 1301 GEN PHYS SCI | | | | | | | | | | | | | |
| P | GS/GM 13 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |
| | GS/GM 15 | 1 | 1 100 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | 0 .0 | |

Payroll/Personnel Manual

Reports

Payroll/Personnel Output

Exhibit 156

Wage And Tax Statement

Report Number: Form W-2

Primary Sequence: Department, agency

Brief Description: Provides annual wage and tax information for an employee. This report contains sensitive data; use is restricted.

Sequence Of Data: N/A

Other Sources For This Report:: None

Available Media: Hard copy

Production Frequency: Annual (calendar year)

Available Distribution Levels: N/A

| | | | | | | | |
|--|---|---|---------------------------|--|-------------------------|--|--|
| EMPLOYER'S NAME, ADDRESS AND ZIP CODE U.S DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER P.O. BOX 60000 NEW ORLEANS, LA 70160 | | EMPLOYEE'S NAME, ADDRESS AND ZIP CODE DOE, JOHN R 9122 LAKE ROAD NEW ORLEANS, LA 70000 | | 1 Wages, tips, other compensation 30,733.86 | | 2 Federal income tax withheld 6,061.18 | |
| | | | | 3 Social security wages 33,047.20 | | 4 Social security tax withheld 600.09 | |
| | | | | 5 Medicare wages and tips 33,047.20 | | 6 Medicare tax withheld 421.51 | |
| EMPLOYER'S ID 72-0584834F | | EMPLOYEE'S SSN 123-45-6789 | | | | | |
| 8 Allocated tips | 10 Dependent care benefits | 12 Benefits included in Box 1 | 13D. 401K TSP 2,313.34 | 13P. XX Moving Allow. NT | 14B. NT Health benefits | 14D. XX Moving allow. NT | |
| 9 Advance EIC payment | | 13C. Taxable life insurance | 13E. 403B TIAA | 14A. XX Moving allow. taxed | 14C. COLA | 14E. XX Moving allow. taxed | |
| 16 State LOUISIANA | Employer's State ID No. 1369123001 | 18 State income tax 429.51 | 19 Name of locality | | Locality ID No. | 21 Local income tax | |
| Department of the Treasury-Internal Revenue Service FORM W-2 Wage and Tax Statement 19XX | | | | Copy B - To be filed with employee's FEDERAL tax return | | OMB No. 1545-0008 90-22-1688-30-91 < Delivery Point | |

Title I
Chapter 20
Section 5

Wage Employees Error Listing

Available Distribution Levels: Agency

[illegible]

**Payroll/Personnel Manual
Reports
Payroll/Personnel Output**

Exhibit 158

Within-Grade Increase Record

Report Number: AD-658

Sequence Of Data: N/A

Brief Description: Provides 16 weeks advance notice that the employee will complete the waiting period required for within-grade salary increase. This report contains sensitive data; use is restricted.

Other Sources For This Report:: RFQS, Within-Grade Increase Record

Production Frequency: Pay period

Available Media: Hard copy

Primary Sequence: Agency, POI, duty station

Available Distribution Levels: POI

| U.S. DEPARTMENT OF AGRICULTURE WITHIN-GRADE INCREASE RECORD | | | | | | |
|---|---------------|------------------------------|------------------------|----------------------|---|---|
| PART I | | | | | | |
| 1. NAME (Last, first, middle) | | 2. SOCIAL SECURITY NO. | | 3. AGENCY CODE | 4. PAY PLAN | 14. WGI WAITING PERIOD BEGAN |
| 5. OCCUP. SER. | 6. GRADE/STEP | 7. PAY RATE DETERMINANT CODE | 8. SALARY | 9. DUTY STATION CODE | | 15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE) |
| 10. OFFICIAL TITLE OF POSITION | | | 11. PERS. POSITION NO. | 12. STANDARD JOB NO. | 16. EFF. DATE FOR WGI | |
| 13. ORGANIZATION STRUCTURE CODE | | | | | 17. WGI GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| INSTRUCTIONS: The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an acceptable level of competence. Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld. | | | | | | |
| LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE | | | | | | |
| PART II – To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date. | | | | | | |
| <input type="checkbox"/> AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335. | | | | | | |
| SIGNATURE AND TITLE OF SUPERVISOR | | | | | DATE | |
| PART III – To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official. | | | | | | |
| <input type="checkbox"/> NOT AN ACCEPTABLE LEVEL OF COMPETENCE. (Contact Personnel Office.) I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that it is not of an acceptable level of competence to establish eligibility for a within-grade increase under 5 U.S.C. 5335. | | | | | | |
| SIGNATURE AND TITLE OF SUPERVISOR | | | | | DATE | |
| <input type="checkbox"/> I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made. | | | | | | |
| SIGNATURE AND TITLE OF REVIEWING OFFICIAL | | | | | DATE | |
| RECONSIDERATION FINDINGS | | | | | | |
| PART IV – To be completed by an appropriate Agency Official should the employee request reconsideration. | | | | | | |
| <input type="checkbox"/> The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date. | | | | | | |
| <input type="checkbox"/> The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee has been notified. | | | | | | |
| SIGNATURE AND TITLE OF REVIEWING OFFICIAL | | | | | DATE | |
| ORIGINAL – NFC PROCESSING COPY | | | | | | |
| Form AD-658P (12/81) | | | | | | |

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Exhibit 159

Work Years And Personnel Cost Report Basic And Premium Work Years And Pay

Report Number: OPM1351-A

Sequence Of Data: Classification code

Brief Description: Provides a list by code of staff-years and related costs in thousands for basic and premium work years and payroll.

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Annual (fiscal year)

Available Distribution Levels: Department, agency

Primary Sequence: Agency, pay system name

| WORK YEARS AND PERSONNEL COST REPORT BASIC AND PREMIUM WORK YEARS AND PAY FISCAL YEAR 19XX | | | | |
|--|--|------------------|----------------------------------|--|
| 1. Agency Name (CC 1-2) OFFICE OF THE SECRETARY | | | 2. Agency Code (CC 3-6) 01 | |
| 3. Pay System Name EXPERTS AND CONSULTANTS | | | 4. Pay System Code (CC7-9) EF | |
| CODE (CC 10-12) | ITEM | OMB OBJ CLASS | WORK YEARS (CC 13-20) | PERSONNEL COMPENSATION (Thousands) (CC 21-28) |
| 100 | Total-Basic Work Years and Payrolls | | 00 | 03 |
| 101 | Full-Time Permanent Appointments | | 00 | 00 |
| 102 | Full-Time Temporary Appointments | | 00 | 00 |
| 103 | Part-Time and Intermittent Appointments (FTE) | | 00 | 03 |
| 200 | Total-Selected Premium Work Years and Pay | | 00 | 00 |
| 201 | Overtime | | 00 | 00 |
| 203 | Holiday Pay | | 00 | 00 |
| 204 | Sunday Pay | | XX | 00 |
| 205 | Nightwork Differential | | XX | 00 |
| 206 | Hazardous Duty Pay | | XX | 00 |
| 207 | Post Differential | | XX | 00 |
| 208 | Cash Awards | | XX | 00 |
| | Other* | | XX | 00 |

OPM Form 1351-A (Rev 09/91)

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Exhibit 160

Work Years And Personnel Cost Report Cost Of Employees' Benefits

Report Number: OPM1351-B

Sequence Of Data: Classification code

Brief Description: Provides a list of the total costs of personnel benefits and related percent of total pay costs.

Other Sources For This Report:: None

Available Media: Hard copy, microfiche, electronic transmission

Production Frequency: Annual (fiscal year)

Available Distribution Levels: Department, agency

Primary Sequence: Department, agency

| 1. Agency Name (CC-1-2) | | 2. Agency Code (CC-3-6) | |
|-------------------------|--|--------------------------------|-------------------------------------|
| CODE (CC 10-12) | ITEM | COST (Thousands) (CC 13-20) | COST AS PERCENT OF BASIC PAYROLL |
| 400 | Total Cost of Benefits | | |
| 401 | Health Insurance | | |
| | - Federal Employees Health Benefits Act | | |
| | - Other | | |
| 402 | Life Insurance FEGLI | | |
| 403 | Retirement | | |
| 404 | - Civil Service Retirement | | |
| 405 | - Federal Employees Basic Benefit (FERS) | | |
| 406 | - Federal Employees Thrift Plan (FERS) | | |
| 407 | - Other (specify) | | |
| 408 | Federal Insurance Contributions Act Taxes (OASDHI) | | |
| 409 | Federal Employee Compensation Act (Payments to Department of Labor) | | |
| 410 | Uniform Allowances | | |
| 411 | Overseas Allowances | | |
| 412 | Other Benefits Included in Object Class 12.1 | | |
| 500 | Severance Pay | | |
| | Total Benefits Plus Severance Pay (Sum of Codes 400 and 500) | | |

OPM Form 1351-B (Rev 1067)

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Work Years And Personnel Cost Report Leave Earned And Used

Report Number: OPM1351-C

Sequence Of Data: Type of leave

Brief Description: Provides a list of various types of leave earned and used during the leave year.

Other Sources For This Report:: None

Production Frequency: Annual (leave year)

Available Media: Hard copy, microfiche, electronic transmission

Primary Sequence: Department, agency

Available Distribution Levels: Department, agency

| Interagency Control No. 0197 - OPM-AN | | | | | | |
|---|---------------------------------|------------------------------------|----------------------|---|--|---|
| WORK YEARS AND PERSONNEL COST REPORT LEAVE EARNED AND USED LEAVE YEAR 19XX | | | | | | |
| 1. Agency Name | | | | | | 2. Agency Code (CC 3-6) |
| Type of Leave (CC 10) | Leave Used | | Number of Leave Days | | | Credited for Retirement (CC 53-60) |
| | Number of Days (CC 13-20) | Value (Thousands) (CC 21-28) | Earned (CC 29-36) | Carried Over End of Year (CC 37-44) | Forfeited End of Year (CC 45-52) | |
| 1. Annual | (1) | (1) | | | | XX |
| 2. Sick | | | | | XX | |
| 3. Holidays | | | XX | XX | XX | XX |
| 4. Excused Absence | | | XX | XX | XX | XX |
| 5. Other ² | | | | | | |

¹ Includes lump-sum payments of terminal leave to separating employees and related accumulated days of annual leave.

² Leave granted to employees not covered by Chapter 63 of Title 5, U.S. Code, regardless of type of leave. Specify categories of employees for whom this type of leave is reported.

OPM Form 1351-C (Rev. 9/91)

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Your Personal Benefits Statement

Report Number: None

Sequence Of Data: N/A

Brief Description: See description below.

Other Sources For This Report:: None

Production Frequency: Annual (calendar year)

Available Media: Hard copy

Primary Sequence: Employee name

Available Distribution Levels: Employee residence address

Description Of Statement. The annual statement of employee compensation and fringe benefits, Your Personal Benefits Statement (statement), describes the estimated value of benefits available to an employee or his/her survivors in the event of voluntary retirement, disability retirement, or death. The statement also includes estimated annuity benefits and account balances from the Thrift Savings Plan, social security (OASDI) and/or HIT/medicare benefits, and general guidance. Each employee eligible for retirement benefits receives a statement that is applicable to his/her retirement coverage. The statement is mailed to the employee's residence address as it appears on the payroll/personnel database at the time the statement is produced. Some employees may not receive the statement for the reasons noted below.

| | |
|----------|--|
| R | CSRS |
| T | CSRS-Offset Special (LEO/FF) |
| 1 | CSRS |
| 2 | FICA (Federal Insurance Compensation Act) only (FDIC (Federal Deposit Insurance Corporation) Employees in Pay Plan LG, Type Appointment 04 and |
| 09 only) | |
| 3 | FSRDS (Foreign Service Retirement and Disability System) |
| 6 | CSRS Special (LEO/FF) |

FDIC employees with any of the above codes and an NTE-Date will receive an FDIC insert with his/her statement.

Part-time employees with any of the above codes and one of the following work schedules will receive a statement for his/her applicable retirement plan:

- P – Part-time
- Q – Part-time seasonal
- S – Part-time job sharer
- T – Part-time seasonal job sharer

Who Will Receive The Statement

The purpose of the annual statement is to provide information about the employee's complete compensation package and to serve as a tool for the employee in developing a financial plan for his/her future retirement. Each eligible employee receives a statement that is applicable to his/her retirement coverage. The retirement plans are:

Retirement Coverage Code

| Code | Plan Name |
|------|--|
| C | CSRS (Civil Service Retirement system) – Offset |
| E | CSRS-Offset Special Law Enforcement Officers/Firefighters (LEO/FF) |
| G | FSRDS (Foreign Service Retirement and Disability System) – Offset |
| K | FERS |
| M | FERS Special (LEO/FF) |
| P | FSPS (Foreign Service Pension System) |

Some employees' benefits statements may consist of less than a full calendar year, due to the agency's implementation date to the USDA Payroll/Personnel System.

Who Will Not Receive The Statement

Some employees **may not** receive the statement for the following reasons:

The employee's retirement coverage code is not shown in the above list.

The employee is intermittent/seasonal (i. e., other than work schedule P, Q, S, or T).

The employee's agency has elected not to issue the statement.

The employee's 6C retirement date in Information/Research Inquiry System (IRIS) Program 117, Retirement, is incorrect and the employee's retirement coverage code is 6, E, M, or T.

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The employee is not eligible for retirement benefits.

The employee was not in active status in the last pay period of the prior year and Pay Period 1 of the current year.

At the agency's request, the 2008 benefits statement will not be issued to employees of the following agencies:

- Architect of the Capitol
- Commission on Security and Cooperation in Europe
- Congressional Budget Office
- Office of the Comptroller of the Currency
- Smithsonian Institution (Trust)
- Treasury U.S. Saudi/Arabian Joint Commission on Economic Cooperation
- Treasury Technical Assistance
- U.S. Botanic Gardens
- U.S. Capitol Police
- U.S. Senate Restaurants

The 2008 benefits statement also will not be issued to employees with the following work schedule codes:

| Code | Description |
|------|-----------------------|
| I | Intermittent |
| J | Intermittent Seasonal |

Please direct employee inquiries about the statement to the employee's servicing personnel office.

Illustrations of the statements begin on page 198.

Description Of Each Item

The following provides an explanation of the items found on the statement. This documentation is not meant to be a final authority on the items, but is written only to explain how the items are computed for the statement. Most items appear on the statement for all retirement plans within the Personal Statement of Benefits System (PSBS). Some items appear only on selected statements and are clearly stated in the text of the description. Each item is assigned a unique number that is documented and described in the following pages. This number represents that particular item wherever it appears on the statement. All or a combination of the items may appear on your statement depending on your particular agency's requirements and/or your type of retirement plan.

¹ This item is obtained from the Biweekly Examination Analysis and Reporting (BEAR) as of Pay Period 1 of the current year.

² This item is shown as it appears on the Information/Research Inquiry System (IRIS) Program 101, Salary Data.

³ This item is shown as it appears on the Payroll/Personnel database at the time the benefits statements are produced.

Descriptions of each item are as follows:

1 Bar Code. The code used by the U.S. Post Office to sort and deliver mail.

2 Tray Number. The number of the tray that the employee's statement is placed in for transportation to the post office. This number is used for mail handling purposes.

3 Statement Number. The employee's benefit statement number within the mailing tray. Like the tray number, this number is used for mail handling purposes.

4 Department Code. The employee's department code^{1,2}.

5 Agency Code. The code^{1,2} designated to the employee's agency by the National Finance Center (NFC). This code includes the first 2 positions of the organizational structure code.

6 Agency/Bureau Employing Office Code. The employee's Personnel Office Identifier (POI)^{1,2}.

7 Employee Name - First. The first name of the employee^{1,2}. If the employee has two or more first names, each is shown as indicated.

8 Employee Name - Middle. The middle name or initial of the employee^{1,2}.

9 Employee Name - Last. The last name of the employee^{1,2}.

10 Residence Address (3 lines). The street or apartment name and number, PO Box or any other information excluding city, state, and ZIP Code for identifying the employee's residence³. This address can be found on IRIS Program 124, Address/Check Information.

11 City. The city name of the employee's mailing address^{2,3}.

12 State. The state abbreviation of the employee's mailing address^{2,3}.

13 ZIP Code. The postal ZIP Code of the employee's address^{2,3}.

14 Social Security Number. The employee's social security number^{1,2}.

15 Birth Date. The employee's date-of-birth¹ as it appears on IRIS Program 122, SF-50B Data Elements.

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[16] Retirement SCD. The employee's service computation date (SCD)¹ for retirement as it appears on IRIS Program 122.

[17] Retirement Coverage Code. The employee's retirement coverage code¹ as it appears on IRIS Program 117.

[18] Retirement Plan Name. The name of the employee's retirement plan for the retirement coverage code shown in Item 17. For more detailed information, see the Description of Each Item section. Descriptions can also be found on TMGT Table 25, AD-350 (Personnel Block And Description).

[19] 6C Retirement SCD. The employee's 6C service computation date¹ for retirement as it appears on IRIS Program 102, Dates & Misc Sal/Pers Data. This date is used to compute benefits under special LEO/FF service. **Note:** If this date is invalid, incorrect, or missing, the employee will not receive a statement. Invalid means the 6C retirement date is not a valid date, is earlier than the employee's retirement SCD, or is later than the statement date. For all other statements, *N/A* is shown.

[20] Leave SCD. The employee's service computation date for leave accrual¹ as it appears on IRIS Program 122.

[21] TSP Contribution Amount. The employee's biweekly contribution to his/her Federal Thrift Savings Plan account¹ as it appears on IRIS Program 119, Thrift Savings Plan Funds. This amount is shown either as a dollar amount or percentage rate.

[22] TSP Fund Distribution. The amount allocated by the employee to each of the 3 TSP funds as it appears on IRIS Program 119. The 3 funds are:

- **G Fund** – Government Securities Investment Fund.
- **F Fund** – Fixed Income Index Investment Fund.
- **C Fund** – Common Stock Index Investment Fund.

¹ This item is obtained from BEAR as of Pay Period 1 of the current year.

[23] Annual Salary. The employee's adjusted salary, that consists of the rate of annual basic pay, interim geographic adjustments and locality comparability payments for the current year. This amount is obtained from the employee's personnel history as of Pay Period 1 of the current year. Administratively Uncontrollable Overtime (AUO), availability pay, and stand-by pay amounts are obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year. For detailed information on basic pay, see the Federal Personnel Manual (FPM) Supplement 830-1.

Note: For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in Pay Period 1 of the current year.

Annual Salary = [Adjusted Salary (Item 23) + (PP01 AUO, Availability, Standby Pay x the Number of Pay Periods in the Prior Year)].

For U.S. Customs employees covered by the Customs Officer Pay Reform of 1993 (COPR), this amount reflects the employee's adjusted salary as of Pay Period 1 of the current year. COPR overtime is not included in this figure.

For part-time employees (Work Schedule P, Q, S, or T), the hourly rate of pay is obtained from the employee's personnel history record as of Pay Period 1 of the current year. If the rate is not PH (per hour), annual salary is computed as follows:

Hourly Rate = Adjusted Salary ÷ 2087

Annual Salary = (Hourly Rate x Tour-of-Duty-Hours x 26/27)

All employees' adjusted salaries have been modified for the following conditions:

□ If the employee's Salary Rate Code is PD (per day), the annual salary is computed as follows:

Annual Salary = Daily Rate x 260 (yearly work days)

□ If the employee's Salary Rate Code is PH, the annual salary is computed as follows:

Annual Salary = Hourly Rate x 2087 (yearly work hours)

[24] Agency Compensation – Prior Year. The summary of the employee's annual salary (Item 23) plus all government contributions toward applicable Government/Non-Government-Wide retirement coverage, health and life insurance premiums, Federal Insurance Contribution Act (FICA), Thrift Savings Plan for the employee for the prior year, and annual pay differential for FDIC employees. Adjusted salary is obtained from the employee's personnel history as of the last pay period of the prior year. AUO, availability pay, and standby pay are obtained from PAYE as of the last pay period of the prior year. Retirement deductions are obtained from RETM as of the last pay period of the prior tax year.

For most employees, the annual salary is the adjusted salary as of the last pay period of the prior year.

For LEO/FF Retirement Coverage Codes M, E, T, and 6, this is the last pay period adjusted salary plus any applicable AUO, availability pay, and standby pay received by the employee in last pay period of the prior year:

Annual Salary=[PP 26 Adjusted Salary (Item 23) + (PP 1 thru PP 26/27 AUO, Availability, Standby Pay)]

For part-time employees (Work Schedule P, Q, S, or T, the hourly rate of pay is obtained from the employee's personnel history record as of the last pay period of the prior year. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is computed as follows:

Hourly Rate = Adjusted Salary ÷ 2087

Annual Salary = [Hourly Rate (as of PP 26) x Total Hours Worked For The Year]

¹ This item is obtained from BEAR as of the last pay period of the prior year.

² This item is obtained from BEAR as of Pay Period 1 of the current year.

For U.S. Customs employees covered by COPR, this amount reflects the employee's prior year annual salary plus benefits and is computed one of the following ways:

- FERS and CSRS-Offset employees Retirement Coverage Codes K or C:

Annual Salary=1999 Retirement Deductions + Retirement Deductions x 95.24

- CSRS employees Retirement Coverage Codes 1 and R:

Annual Salary=1999 Retirement Deductions + Retirement Deductions x 13.79

[25] Sick Leave Balance - Prior Year. The employee's carryover sick leave balance¹ for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

[26] Annual Leave Balance - Prior Year. The employee's carryover annual leave balance¹ for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

[27] FEHB Plan Name. The name of the employee's Government-wide health benefit carrier.

□ If the employee's health benefit code on IRIS Program 115, Health Benefits, is 1, Enrolled, the health benefits plan coverage code is used to find the name of the Government-wide benefit carrier on the Table Management System (TMGT) Table 11, Health Benefit Carrier Name And Address.

□ If the name of the carrier cannot be found, the message *Your Federal Health Carrier Has Discontinued Service, Contact Your Personnel Office* is shown.

□ If the health benefit plan code and the health benefit option code are both zero, the message *You Are Not Enrolled In A Federal Health Benefit Plan* is shown.

[28] FEHB Plan Code. The employee's Federal Employee's Health Benefits (FEHB) enrollment code² as it appears on IRIS Program 115 as of Pay Period 1 of the current year.

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[29] Current Year Biweekly Cost To Employee For FEHB. The biweekly amount³ paid by the employee for FEHB coverage. If a full-time employee is enrolled in a health benefit plan in Pay Period 1 but no deductions were recorded, this figure⁵ is obtained from TMGT Table 12, Health Benefit Rates, in order to reflect the expected biweekly deduction amount for the current year. If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

³ This item is obtained from the Payroll Processing System (PAYE) as of Pay Period 1 of the current year.

⁴ This item is obtained from PAYE as of the last pay period of the prior year.

⁵ Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

⁶ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

[30] Current Year Biweekly Cost To Agency For FEHB. The biweekly amount^{3,5} paid by the agency for the employee's FEHB coverage. If the employee is enrolled in a health benefit plan in Pay Period 1 but no deductions are recorded, this figure is obtained from TMGT Table 12 in order to reflect the expected biweekly contribution amount for the current year.

If any FDIC employee is enrolled in a Federal health benefit plan in Pay Period 1 but no deductions are recorded, this figure reflects the regular FDIC deduction amount as it appears on TMGT Table 12

[31] Total Current Year Biweekly FEHB Cost. The total biweekly amount⁵ paid for the employee's FEHB coverage. This total is the sum of Items 29 and 30.

[32] Prior Year Annual Cost To Employee For FEHB. The annual amount^{4,6} paid by the employee for FEHB coverage for the prior year.

[33] Prior Year Annual Cost To Agency For FEHB. The annual amount^{4,6} paid by the agency for the employee's FEHB coverage for the prior year.

| LI-Cov-Code | Description |
|-------------|---------------------------------|
| A0, B0 | N/A |
| C0 | Basic |
| D0 | Basic, Standard |
| E1 | Basic, 1x Family |
| E2 | Basic, 2x Family |
| E3 | Basic, 3x Family |
| E4 | Basic, 4x Family |
| E5 | Basic, 5x Family |
| F1 | Basic, Standard, 1x-Family |
| F2 | Basic, Standard, 2x-Family |
| F3 | Basic, Standard, 2x-Family |
| F4 | Basic, Standard, 4x-Family |
| F5 | Basic, Standard, 5x- Family |
| G0 | Basic, 1x-Additional |
| H0 | Basic, Standard, 1x- Additional |

| LI-Cov-Code | Description |
|-------------|--|
| I1 | Basic, 1x-Additional, -1x-Family |
| I2 | Basic, 1x-Additional, 2x-Family |
| I3 | Basic, 1x-Additional-3x, Family |
| I4 | Basic, 1x-Additional-4x, Family |
| I5 | Basic, 1x-Additional-5x-Family |
| J1 | Basic, Standard 1x Additional, 1x-Family |
| J2 | Basic, Standard 1xAdditional, 2x-Family |
| J3 | Basic, Standard 1x Additional 3x, Family |
| J4 | Basic, Standard 1x-Additional 4x-Family |
| J5 | Basic, Standard 1x-Additional 5x-Family |
| K0 | Basic, 2x-Additional |
| L0 | Basic, Standard, 2x Additional |
| M1 | Basic, 2x-Additional, 2x-Family |
| M2 | Basic, 2x-Additional, 2x-Family |
| M3 | Basic, 2x-Additional, 3x-Family |

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| LI-Cov-Code | Description | LI-Cov-Code | Description |
|-------------|---|-------------|---|
| M4 | Basic, 2x-Additional, 4x-Family | R2 | Basic, Standard, 3x-Additional, 2x-Family |
| M5 | Basic, 2x-Additional, 5x-Family | R3 | Basic, Standard, 3x-Additional, 3x-Family |
| N1 | Basic, Standard, 2x-Additional, 1x-Family | R4 | Basic, Standard, 3x-Additional, 4x-Family |
| N2 | Basic, Standard, 2x-Additional, 2x-Family | R5 | Basic, Standard, 3x-Additional, 5x-Family |
| N3 | Basic, Standard, 2x-Additional, 3x-Family | S0 | Basic, 4x-Additional |
| N4 | Basic, Standard, 2x-Additional, 4x-Family | T0 | Basic, Standard, 4x-Additional |
| N5 | Basic, Standard, 2x-Additional, 5x-Family | U1 | Basic, Additional-4x, 1x-Family |
| 90 | Basic, 3x-Additional | U2 | Basic, Additional-4x, 2x-Family |
| P0 | Basic, Standard, 3x-Additional | U3 | Basic, Additional-4x, 3x-Family |
| Q1 | Basic, 3x-Additional, 1x-Family | U4 | Basic, Additional-4x, 4x-Family |
| Q2 | Basic, 3x-Additional, 2x-Family | U5 | Basic, Additional-4x, 5x-Family |
| Q3 | Basic, 3x-Additional, 3x-Family | V1 | Basic, Standard, 4x-Additional, 1x-Family |
| Q4 | Basic, 3x-Additional, 4x-Family | V2 | Basic, Standard, 4x-Additional, 2x-Family |
| Q5 | Basic, 3x-Additional, 5x-Family | V3 | Basic, Standard, 4x-Additional, 3x-Family |
| R1 | Basic, Standard, 3x-Additional, 1x-Family | V4 | Basic, Standard, 4x-Additional, 4x-Family |

| LI-Cov-Code | Description |
|-------------|---|
| V5 | Basic, Standard, 4x-Additional, 5x-Family |
| W0 | Basic, 5x-Additional |
| X0 | Basic, Standard, 5x-Additional |
| Y1 | Basic, 5x-Additional, 1x-Family |
| Y2 | Basic, 5x-Additional, 2x-Family |
| Y3 | Basic, 5x-Additional, 3x-Family |
| Y4 | Basic, 5x-Additional, 4x-Family |
| Y5 | Basic, 5x-Additional, 5x-Family |
| Z1 | Basic, Standard, 5x-Additional, 1x-Family |
| Z2 | Basic, Standard, 5x-Additional, 2x-Family |
| Z3 | Basic, Standard, 5x-Additional, 3x-Family |
| Z4 | Basic, Standard, 5x-Additional, 4x-Family |
| Z5 | Basic, Standard, 5x-Additional, 5x-Family |

34 Total Prior Year Annual Cost For FEHB. The total amount⁶ paid for the employee's FEHB cover-

age for the prior calendar year. This total is the sum of Items 32 and 33.

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[35] Type Of FEGLI Coverage. The description of the employee's life insurance coverage code as it appears on IRIS Program 116, Life Insurance. The description is retrieved from TMGT Table 25, AD-350 (Personnel Block And Description), Block Number 13. For more information on these coverages, see the Office of Personnel Management publication Federal Employee's Group Life Insurance (FEGLI) (RI 76-21), FPM Supplement 870-1, or contact your personnel office.

[36] Current Year Biweekly Cost To Employee For FEGLI Basic Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI basic coverage for the current year.

[37] Current Year Biweekly Cost To Agency For FEGLI Basic Coverage. The amount^{1,2} paid each pay period by the agency for the employee's FEGLI basic coverage for the current year.

[38] Total Current Year Biweekly Cost For FEGLI Basic Coverage. The total amount^{1,2} paid each pay period for the employee's FEGLI basic coverage for the current year. This total is the sum of Items 36 and 37.

[39] Current Year Biweekly Cost To Employee For FEGLI Standard Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI standard coverage for the current year.

[40] Current Year Biweekly Cost To Employee For FEGLI Additional Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI additional coverage for the current year.

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of last pay period of the prior year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

[41] Current Year Biweekly Cost To Employee For FEGLI Family Coverage. The amount^{1,2} paid each pay period by the employee for FEGLI family coverage for the current year.

[42] Total Current Year Biweekly Cost To Employee For FEGLI Optional Coverage. The total amount² paid each pay period by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 39, 40, and 41.

[43] Prior Year Annual Cost To Employee For FEGLI Basic Coverage. The annual amount^{3,4} paid by

the employee for FEGLI basic coverage for the prior year.

[44] Prior Year Annual Cost To Agency For FEGLI Basic Coverage. The annual amount^{3,4} paid by the agency for employee's FEGLI basic coverage for the prior year.

[45] Total Prior Year Annual Cost For FEGLI Basic Coverage. The total annual amount⁴ paid for the employee's FEGLI basic coverage for the prior year. This total is the sum of Items 43 and 44.

[46] Prior Year Annual Cost To Employee For FEGLI Standard Coverage. The annual amount^{3,4} paid by the employee for FEGLI standard coverage for the prior year.

[47] Prior Year Annual Cost To Employee For FEGLI Additional Coverage. The annual amount^{3,4} paid by the employee for FEGLI additional coverage for the prior year.

[48] Prior Year Annual Cost To Employee For FEGLI Family Coverage. The annual amount^{3,4} paid by the employee for FEGLI family coverage for the prior year.

[49] Total Prior Year Annual Cost To Employee For FEGLI Optional Coverage. The total annual amount⁴ paid by the employee for FEGLI standard, additional, and family coverage for the current year. This total is the sum of Items 46, 47, and 48.

[50] FEGLI Basic Coverage, Not Accidental Death. The employee's FEGLI basic coverage amount payable at death. FEGLI basic coverage amount is the greater of (1) the annual salary (rounded up to the next \$1,000+\$2,000) or (2) \$10,000. If the employee has not elected FEGLI basic coverage, N/A is shown.

For most employees, the basic FEGLI coverage amount is equal to the life insurance coverage as it appears on IRIS Program 116, multiplied by 1,000 (annual salary, rounded up to the next 1,000).

For LEO/FF (Retirement Coverage Codes 6, E, M, and T) who receive AUO, availability pay, or standby pay in Pay Period 1, the basic FEGLI coverage is computed as follows:

Step 1. Multiply the appropriate AUO, availability pay, or standby pay received in Pay Period 1 of the current year by 26.

Step 2. Add the results of Step 1 to the employee's adjusted salary (Item 23) as of Pay Period 1.

Step 3. Round the results of Step 2 up to the nearest thousand dollars.

Step 4. Basic FEGLI coverage amount = Step 3 amount + \$2,000.

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For U.S. Customs employees covered by COPR, the basic FEGLI coverage amount is computed as follows:
Step 1. Determine the employee's hourly rate as of Pay Period 1 of the current year. This is equal to the employee's adjusted salary (Item 23) divided by 2087 (yearly work hours).

Step 2. Compute [Step 1 (hourly rate) x COPR-OT-HRS-FY as of the last pay period of the prior year (IR101) x 2].

Step 3. Compute [Step 1 (hourly rate) x COPR-COMM-HRS-FY as of the last pay period of the prior year (IR101) x 3].

Step 4. Compute [Step 2 + Step 3] (limited to \$12,500).

Step 5. Compute [Adjusted salary (Item 23) + Step 4].

Step 6. Round results of Step 5 up to nearest \$1,000.

Step 7. Basic FEGLI coverage amount = Step 6 + \$2,000.

The following table reflects the extra benefits payable at certain ages for FEGLI basic coverage:

| If employee's age is... | Amount Payable is... |
|-------------------------|--------------------------------|
| 0 – 35 | FEGLI basic coverage amt x 2 |
| 36 | FEGLI basic coverage amt x 1.9 |
| 37 | FEGLI basic coverage amt x 1.8 |
| 38 | FEGLI basic coverage amt x 1.7 |
| 39 | FEGLI basic coverage amt x 1.6 |
| 40 | FEGLI basic coverage amt x 1.5 |
| 41 | FEGLI basic coverage amt x 1.4 |
| 42 | FEGLI basic coverage amt x 1.3 |
| 43 | FEGLI basic coverage amt x 1.2 |
| 44 | FEGLI basic coverage amt x 1.1 |
| 45 and over | FEGLI basic coverage amt x 1 |

[51] FEGLI Standard Coverage, Not Accidental Death. The employee's optional life insurance amount payable at death from any cause. If the employee has elected Option A, Standard, the amount is \$10,000. If the employee has not elected FEGLI standard coverage, *N/A* is shown.

[52] FEGLI Additional Coverage, Not Accidental Death. The employee's additional life insurance amount payable at death from any cause. If the employee has elected Option B, Additional, the amount is computed as follows:

| If Option B Additional Is | Amount Payable Is... |
|---------------------------|---|
| 1 | (FEGLI basic coverage amount – \$2,000) x 1 |
| 2 | (FEGLI basic coverage amount – \$2,000) x 2 |
| 3 | (FEGLI basic coverage amount – \$2,000) x 3 |
| 4 | (FEGLI basic coverage amount – \$2,000) x 4 |
| 5 | (FEGLI basic coverage amount – \$2,000) x 5 |

☐ If the employee has not elected Option B, Additional, *N/A* is shown.

[53] Total FEGLI Basic, Standard, And Additional Coverage, Not Accidental Death. The total amount payable at death. This total is the sum of Items 50, 51, and 52.

[54] FEGLI Basic Coverage, Accidental Death. The amount payable under FEGLI basic coverage if death is accidental. This amount equals FEGLI basic life insurance coverage (Item 50) with extra benefits payable at certain ages plus FEGLI basic life insurance coverage (Item 50) without extra benefits.

[55] FEGLI Standard Coverage, Accidental Death. The amount payable under FEGLI standard coverage if death is accidental. This amount equals Item 51 multiplied by 2. If the employee has not elected Option A (standard coverage), *N/A* is shown.

[56] FEGLI Additional Coverage, Accidental Death. The amount payable under FEGLI additional coverage if death is accidental. This amount is the same as the amount payable if death is not accidental (Item 52). If the employee has not elected Option B (additional coverage), *N/A* is shown.

[57] Total FEGLI Basic, Standard, Additional Coverage, Accidental Death. The amount payable under FEGLI basic, standard, and additional coverage if death is accidental. This total is the sum of Items 54, 55, and 56.

[58] FEGLI Family Coverage, Death Of Spouse. The amount payable (\$5,000) to the employee under FEGLI family coverage in case of death of the employee's spouse. If the employee has not elected FEGLI family coverage, *N/A* is shown.

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[59] FEGLI Family Coverage, Death Of Child. The amount payable (\$2,500) to the employee under FEGLI family coverage in case of death of an employee's child. If the employee has not elected FEGLI family coverage, N/A is shown.

[60] Accidental Loss Of Limbs Or Total Eyesight. The amount payable to the employee for accidental loss of limbs or eyesight under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. If the employee has Option A, Standard Life Insurance, the amount payable is the FEGLI coverage amount plus \$10,000. For all other options, the amount payable is the FEGLI coverage amount.

[61] Accidental Loss Of One Limb Or One Eye. The amount payable to the employee for the accidental loss of one limb or one eye under accidental dismemberment insurance. If the employee has no basic life insurance, he/she is not eligible for accidental dismemberment coverage. This amount is one-half of the amount shown in Item 60.

[62] Current Year Biweekly TSP Contributions By Employee. The biweekly amount^{1,2} the employee contributed to his/her Thrift Savings Plan (TSP) account.

[63] Current Year Biweekly TSP Contributions By Agency. The biweekly amount^{1,2} the agency contributed to the employee's TSP account. This field appears on the Federal Employees Retirement System (FERS) and Foreign Service Pension System (FSPS) statements only (Retirement Coverage Codes K, M, and P).

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

[64] Total Current Year Biweekly TSP Contributions. The total biweekly amount² contributed to the employee's TSP account. This total is the sum of Items 62 and 63. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

[65] Prior Year Annual TSP Contributions By Employee. The biweekly amount^{3,4} the employee contributed to his/her TSP account for the prior year.

[66] Prior Year Annual TSP Contributions By Agency. The biweekly amount^{3,4} the agency contrib-

uted to the employee's TSP account for the prior year. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

[67] Total Prior Annual Year TSP Contributions. The total amount⁴ contributed to the employee's TSP account for the prior year. This total is the sum of Items 65 and 66. This field appears on FERS and FSPS statements only (Retirement Coverage Codes K, M, and P).

[68] TSP Account Balance. The employee's TSP account balance⁴ as of the last pay period of the prior year.

[69] Estimated TSP Account Balance At Earliest Retirement Date. The estimated balance of the employee's TSP account at the employee's earliest eligible retirement date under either special LEO/FF service (Item 84) or regular service (Item 89). This balance is computed according to the following formula:

$$\text{Projected-Balance} = [B \times 1.0723^N] + [S \times C \times (1.0723^N - 1) \times 14.3081]$$

B=TSP account balance as of December 31 of the prior year (Item 68)

N=number of years additional service to be performed

S=Pay Period 1 adjusted annual salary (Item 23)

C=employee and agency biweekly TSP contribution rate (percentage)

For detailed instructions on estimating TSP account balances, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access www.tsp.gov through the World Wide Web on the Internet).

[70] TSP Annuity Interest Rate Index. The TSP annuity interest rate index for December of the prior year. The rate used in 2008 is 4.25%.

[71] Employee Age At TSP Monthly Annuity (Options 1-3). The employee's age at the estimated retirement date. This is determined by subtracting the date of birth from the applicable optional retirement date (Items 84 and 89).

[72] TSP Monthly Annuity For Single Life (Options 1-3). The estimated single life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown in Item 89.

This annuity estimate is determined as follows:

Step 1: Compute [estimated TSP balance ÷ 1,000].

Step 2: Determine monthly annuity factor per \$1,000 account balance (see Table 72-1 below).

Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).

Step 4: Obtain current interest rate index (Item 70).

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Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Step 6: Determine interest rate increase/decrease (Step 5 – Step 4).

Step 7: Obtain interest adjustment factor (see Table 72–2 below).

Step 8: Determine adjustment multiplier (Step 6 x 7).

| Table 72–1 Monthly Single Annuity Factors Per \$1,000 Account Balance (7%) | | | |
|---|-----------------------|-----------------------|-----------------------|
| Employee's Age | Annuity Factor | Employee's Age | Annuity Factor |
| 44 | \$6.59 | 70 | \$9.57 |
| 45 | \$6.63 | 71 | \$9.83 |
| 46 | \$6.68 | 72 | \$10.11 |
| 47 | \$6.73 | 73 | \$10.42 |
| 48 | \$6.79 | 74 | \$10.75 |
| 49 | \$6.84 | 75 | \$11.11 |
| 50 | \$6.90 | 76 | \$11.50 |
| 51 | \$6.97 | 77 | \$11.92 |
| 52 | \$7.03 | 78 | \$12.38 |
| 53 | \$7.11 | 79 | \$12.87 |
| 54 | \$7.18 | 80 | \$13.39 |
| 55 | \$7.27 | 81 | \$13.96 |
| 56 | \$7.35 | 82 | \$14.57 |
| 57 | \$7.45 | 83 | \$15.23 |
| 58 | \$7.55 | 84 | \$15.94 |
| 59 | \$7.66 | 85 | \$16.69 |
| 60 | \$7.77 | 86 | \$17.50 |
| 61 | \$7.90 | 87 | \$18.35 |
| 62 | \$8.04 | 88 | \$19.27 |
| 63 | \$8.18 | 89 | \$20.23 |
| 64 | \$8.34 | 90 | \$21.25 |
| 65 | \$8.51 | 91 | \$22.33 |
| 66 | \$8.69 | 92 | \$23.46 |
| 67 | \$8.88 | 93 | \$24.67 |
| 68 | \$9.09 | 94 | \$25.95 |
| 69 | \$9.32 | | |

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Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 72-2 Interest Adjustment Factors For Single Life Annuities

| Employee's Age Bracket | Factor |
|------------------------|--------|
| 25-44 | 0.117 |
| 45-54 | 0.101 |
| 55-59 | 0.092 |
| 60-64 | 0.083 |
| 65-94 | 0.075 |

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05 or access www.tsp.gov through the World Wide Web on the Internet.

73 TSP Monthly Annuity For Joint Life (Options 1-3). The estimated joint life annuity (level payments, no added features) at the age shown in Item 71. For LEO/FF, this will correspond to the earliest group of retirement annuities shown under Item 84. For all other employees, this will correspond to the earliest group of retirement annuities shown under Item 89.

| Employee's Age | Annuity Factor |
|----------------|----------------|
| 44 | \$6.23 |
| 45 | \$6.25 |
| 46 | \$6.28 |
| 47 | \$6.31 |
| 48 | \$6.34 |
| 49 | \$6.37 |
| 50 | \$6.40 |
| 51 | \$6.44 |
| 52 | \$6.48 |
| 53 | \$6.52 |
| 54 | \$6.57 |
| 55 | \$6.62 |
| 56 | \$6.67 |
| 57 | \$6.73 |
| 58 | \$6.79 |
| 59 | \$6.86 |
| 60 | \$6.93 |
| 61 | \$7.01 |
| 62 | \$7.09 |
| 63 | \$7.18 |
| 64 | \$7.28 |
| 65 | \$7.38 |
| 66 | \$7.50 |
| 67 | \$7.62 |
| 68 | \$7.75 |
| 69 | \$7.90 |

This annuity estimate is determined according to the following steps:

Step 1: Compute [estimated TSP account balance (Item 69) ÷ 1,000].

Step 2: Determine monthly annuity factor per \$1,000 account balance (see Table 73-1 below).

Step 3: Calculate preliminary monthly annuity payment (Step 1 x Step 2).

Step 4: Obtain current interest rate index (Item 70).

Step 5: Obtain interest rate index used in annuity table below. This is 7.0000%.

Step 6: Determine interest rate increase/decrease (Step 4 - Step 5).

Step 7: Obtain interest adjustment factor (see **Table 73-2** below).

Step 8: Determine adjustment multiplier (Step 6 x Step 7).

Step 9: Determine increase/decrease to estimate (Step 3 x Step 8).

Step 10: Determine estimated monthly annuity adjusted for current interest rate (Step 3 + Step 9).

Table 73-1 Monthly Joint Annuity Factors Per \$1,000 Account Balance (7%)

| Employee's Age | Annuity Factor |
|----------------|----------------|
| 70 | \$8.05 |
| 71 | \$8.22 |
| 72 | \$8.40 |
| 73 | \$8.60 |
| 74 | \$8.81 |
| 75 | \$9.04 |
| 76 | \$9.29 |
| 77 | \$9.56 |
| 78 | \$9.85 |
| 79 | \$10.16 |
| 80 | \$10.50 |
| 81 | \$10.87 |
| 82 | \$11.26 |
| 83 | \$11.69 |
| 84 | \$12.14 |
| 85 | \$12.63 |
| 86 | \$13.16 |
| 87 | \$13.71 |
| 88 | \$14.31 |
| 89 | \$14.94 |
| 90 | \$15.61 |
| 91 | \$16.32 |
| 92 | \$17.07 |
| 93 | \$17.88 |
| 94 | \$18.74 |

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Table 73–2 Interest Adjustment Factors For Joint Life Annuities

| Employee's Age Bracket | Factor |
|------------------------|--------|
| 25–44 | 0.127 |
| 45–54 | 0.111 |
| 55–59 | 0.103 |
| 60–64 | 0.097 |
| 65–94 | 0.087 |

For detailed instructions on estimating TSP annuities, see the Thrift Savings Plan Annuities (Publication TSP-BK05) or access www.tsp.gov through the World Wide Web on the Internet.

[74] Current Year Biweekly Cost To Employee For Retirement. The amount^{1,2} paid by the employee each pay period toward his/her retirement account for the current year.

[75] Current Year Biweekly Cost To Agency For Retirement. The amount^{1,2} paid by the agency each pay period toward the employee's retirement account for the current year.

[76] Total Current Year Biweekly Cost for Retirement. The total amount² paid each pay period toward the employee's retirement account for the current year. This total is the sum of Items 74 and 75.

[77] Prior Year Annual Cost To Employee For Retirement. The amount^{3,4} paid by the employee toward his/her retirement account for the prior year.

[78] Prior Year Annual Cost To Agency For Retirement. The amount^{3,4} paid by the agency toward the employee's retirement account for the prior year.

[79] Total Prior Year Annual Cost For Retirement. The total amount⁴ paid towards the employee's retirement account for the prior year. This total is the sum of Items 77 and 78.

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior year.

⁴ Adjustments (manual Payments) are not included in this amount.⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

[80] High-3 Average Pay For Retirement. The estimate of the employee's *High-3 Average Pay* for the earliest eligible retirement date (Item 89). For LEO/FF, this estimate corresponds to the earliest retirement date shown under special service (Item 84). In computing the *High-3 Average Pay*, the rate of basic pay is used, not the actual pay received by the employee. For more information on pay entitlement included in these calculations, see the CSRS and FERS Handbook for Personnel and Payroll Offices.

For the purposes of this statement, retirement benefits beginning more than 3 years in the future have been estimated using the employee's adjusted salary as of the date of the statement as the *Retirement High-3*. Retirement benefits payable within the next 3 years have been estimated using a *Retirement High-3* consisting of the employee's adjusted salary averaged over a 3-year period prior to the proposed retirement date.

For part-time employees (Work Schedule P, Q, S, or T), the employee's deemed salary (the salary the employee would have earned if he/she were full-time), not the actual part-time salary earned, is used as the rate of pay.

Note: Accumulated sick leave is not included in these calculations.

□ If LEO/FF (Retirement Coverage Codes M, E, T, or 6) received any appropriate AUO, availability pay or standby pay for the 3-year period, it is included in the *Retirement High-3* calculations. If the employee will not have 20 years of special service at ages 50, 55, or 57, the statement includes dates at which he/she will have the 20 years of special service. Also, if the employee's 6C Retirement date as shown on IRIS Program 102, Dates & Misc Sal/Pers Data, is incorrect or invalid, the employee will not receive a statement. **Note:** Invalid means the 6C retirement date is not a valid date, is earlier than the employee's retirement SCD, or is later than the statement date.

For U.S. Customs employees covered by COPR, the *Retirement High-3* pay is determined as follows:

- For employees eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings, including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged over a 3-year period prior to the statement date. Overtime is excluded from earnings after 12/31/99.
- Earnings from the prior year are calculated by multiplying each year's retirement contribution as it appears in RETM by a factor of 13.79 for CSRS employees and 95.24 for FERS employees.

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- For employees not eligible to retire within the next 3 years, the *High-3 Average Pay* consists of earnings and allowable overtime for the prior calendar year.

The following steps explain the approach used in determining the employee's *High-3 Average Pay*. For an example of how to calculate an employee's *High-3 Average Pay*, see Example A (examples follow the Description of Items).

Step 1. Subtract 3 years from the proposed retirement date and locate different rates of basic pay in effect over that 3 year period.

Step 2. Determine the first time interval covering the same rate of basic pay (subtract the beginning date containing all equal basic pay amounts from the ending date).

Step 3. Determine the time factor using the 360 Day Factor Chart (see the CSRS and FERS Handbook for Personnel and Payroll Offices) or a 360 Day Factor formula.

Step 4. Compute the actual pay earned by multiplying the pay rate in effect by the time factor and round to the nearest cent.

Step 5. Follow Steps 3 and 4 again for subsequent changes of pay rates until the total time factor is 3 years. The total time factor will not always exactly equal 3 years (for example 2.988000 or 3.006666 would be appropriate).

Step 6. Total all actual earnings for the entire 3-year period.

Step 7. Divide the total pay earned by 3 or if an employee has not worked 3 years, use the actual length of time the employee has worked to compute the High-3 Average Pay.

In preparing this statement, the following guidelines are used:

- For retirement computation purposes, all months have 30 days. No credit is given for the 31st day of the month. A year consists of 360 days (12 x 30 days). Length of service is based on whole months. All remaining days are dropped.
- When subtracting the beginning day of a period of service from the ending day of a period of service, a day is added to the ending date to derive the length of the period.
- When it is necessary to borrow a month, the time borrowed is always 30 days. When it is necessary to borrow a year, the time borrowed is always 12 months.

[81] Age At Earliest Retirement Date. The employee's age associated with the earliest eligible

retirement date, shown in Items 84 and 89. This date is obtained by subtracting the employee's date of birth from the earliest eligible retirement date.

[82] Length Of Service Earliest Retirement Date. The employee's length of service associated with the earliest eligible retirement date, shown in Items 84 and 89. This field is computed as follows:

Length of Service = [Earliest Eligible Retirement Date – Retirement SCD]

Note: In the above calculations, the length of service shown for part-time employees (Work Schedule P, Q, S, and T) is not prorated for tour-of-duty. The full length of service is used in each annuity computation. The final annuity computation is then prorated for tour-of-duty. This method is used because the full tour-of-duty proration is not available.

[83] Age At Retirement Date (1–4) Under Special Service. The employee's age at the eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement ages may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 84). This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6).

[84] Eligible Retirement Date (1–4) Under Special Service. The employee's eligible retirement date under special (LEO/FF) service. Up to four different eligible retirement dates are shown for FERS employees. All others will show up to three different dates. This is the date at which the employee will have 20 years of special service and be at least 50 years old or have 25 years of service at any age. If the employee does not have 20 years of special service at ages 50, 55, or 57, the statement will reflect the date at which he/she will have the 20 years of special service. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th eligible date of retirement with 25 years of service at any age applies to FERS employees only.

[85] Monthly Annuity Without Survivor Benefit (1–4) Under Special Service. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th annuity with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M) is computed using the High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS special retirement formulas shown in Example C.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6) monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example E.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

[86] Monthly Annuity With Survivor Benefit (1–4) Under Special Service. The estimated annuity (with full survivor benefit) that the employee will receive at the specified age and date under special (LEO/FF) service. Up to four different monthly annuities are shown for FERS employees. All others will show up to 3 annuities. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th annuity with 25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 90% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes E, T, and 6). The estimated monthly annuity is computed as follows:

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 85) x 12].

Step 2. Compute [(First \$3,600 of Step 1) x 2.5%].

Step 3. Compute [(Step 1 – \$3,600) x 10%]

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step 5 ÷ 12].

[87] Monthly Annuity With Survivor Benefit For Spouse (1–4) Under Special Service. The estimated annuity (with full survivor benefit) the employee's eligible spouse will receive at the employee's specified age and date under special (LEO/FF) service. Up to 4 options may be shown for FERS employees. All others will show up to three options. This field appears on LEO/FF's statements only (Retirement Coverage Codes E, M, T, and 6). **Note:** The 4th option of retirement with

25 years of service at any age applies to FERS employees only.

FERS LEO/FF (Retirement Coverage Code M). This amount is equal to 50% of the employee's estimated Monthly Annuity Without Survivor Benefit.

CSRS And CSRS-Offset (Retirement Coverage Codes E, T, and 6). This amount is equal to 55% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 85).

[88] Age At Retirement Date (1–3) Under Regular Service. The employee's age at the eligible retirement date under regular service. Up to three options may be shown. This number is obtained by subtracting the employee's date of birth from the eligible retirement date (Item 89). If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, N/A is shown.

[89] Eligible Retirement Date (1–3) Under Regular Service. The employee's eligible retirement date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan as of the statement date, N/A is shown.

[90] Monthly Annuity Without Survivor Benefit (1–3) Under Regular Service. The estimated annuity (with no survivor benefit) that the employee will receive at the specified age and date under regular service. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, N/A is shown.

FERS Employees And FERS LEO/FF (Retirement Coverage codes K and M). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FERS retirement formulas shown in Examples B and C.

CSRS, CSRS-Offset Employees And CSRS And CSRS-Offset LEO/FF (Retirement Coverage Codes C, R, E, T, and 6). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and applicable CSRS or CSRS-Offset retirement formulas shown in Examples D and E.

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Foreign Service Retirement And Disability System (FSRDS) Employees (Retirement Coverage Codes 3 and G). Monthly annuity is computed using High-3 Average Pay (Item 80) with total creditable service up to the eligible retirement date (Item 84) and FSRDS retirement formulas shown in Example G.

Foreign Service Pension System (FSPS) Employees (Retirement Coverage Code P). Monthly annuity is computed using High-3 Average Pay with total creditable service up to the eligible retirement date and FSPS retirement formulas shown in Example F.

Note: In the above calculations, the years of service are prorated by Pay Period 1 of the current year tour-of-duty for part-time employees (Work Schedule P, Q, S, or T). This estimate is used because the complete tour-of-duty proration is not available.

[91] Monthly Annuity With Survivor Benefit (1–3) Under Regular Service. The estimated annuity (with full survivor benefit) the employee will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, *N/A* is shown.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 90% of the employee's estimated Monthly Annuity Without Survivor Benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T).

Step 1. Compute [Monthly Annuity Without Survivor Benefit (Item 90) x 12].

Step 2. Compute [(First \$3,000 of Step 1 amount) x 2.5%].

Step 3. Compute [(Step 1 – \$3,600) x 10%].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Step 1 – Step 4].

Step 6. Compute [Step 5 ÷ 12].

[92] Monthly Annuity With Survivor Benefit For Spouse (1–3) Under Regular Service. The estimated annuity (with full survivor benefit) that the employee's eligible spouse will receive at the specified age and date. Up to three options may be shown. If the employee is covered by FERS, CSRS, or CSRS-Offset LEO/FF retirement (Retirement Coverage Codes M, E, T, or 6) and meets the age and length of service requirements for the plan, *N/A* is shown.

For LEO/FF employees (Retirement Coverage Codes 6, E, and T) who have at least 20 years of special service at any age, this field shows the estimated annuity under special coverage (with full survivor benefit) that the employee's eligible spouse will receive. If the employee is an LEO/FF and does not have at least 20 years of special service, the following formulas are used.

FERS, FSPS Employees And FERS LEO/FF (Retirement Coverage Codes K, M, and P). This amount is 50% of the employee's estimated monthly annuity without survivor benefit (Item 90).

CSRS, CSRS Offset, FSRDS, FSRDS Offset, And Corresponding LEO/FF (Retirement Coverage Codes 1, 3, 6, C, E, G, R, and T). This amount is 55% of the employee's estimated monthly annuity without survivor benefit (Item 90).

[93] Disability High-3. The employee's estimated *Disability High-3*. Disability and survivor benefits payable are estimated using a *Disability High-3* consisting of the employee's adjusted salary averaged over a 3 year period prior to the date of the statement. For more information on High 3 calculations, see Item 80.

For part-time employees (Work Schedule P, Q, S, or T), the **actual** pay earned for a 3-year period is used, not the deemed salary as in the High-3 Average Pay For Retirement (item 80). Actual pay (annual salary) is determined using the total hours the employee worked in each of the 3 years. The hourly rate of pay is obtained from the employee's personnel history. Total hours worked (for the tax year) are obtained from RETM as of the last pay period of the prior tax year. Annual salary is calculated:

$$\text{Annual Salary} = [\text{Hourly Rate} \times \text{Total Hours Worked for the Year}]$$

For U.S. Customs employees covered by Customs Officer Pay Reform Act (COPRA), the *Disability High-3* pay consists of prior year earnings including allowable overtime (not to exceed \$15,000 in a fiscal year) averaged over a 3 year period prior to the date of the statement date. Overtime is excluded from any earnings after 12/31/99.

[94] Monthly Disability Pension. The employee's estimated monthly disability pension. Disability and survivor benefits payable are estimated using the *Disability High-3* shown in Item 93. Creditable service is computed using the employee's Retirement Service Computation Date (SCD) (Item 16). Special or 6C service is computed using the employee's 6C Retirement SCD (Item 19).

FERS Employees (Retirement Coverage Code K). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

□ If the employee is age 62 or older, determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High-3 by Disability High-3.

□ If the employee is less than 62 years of age:

Step 1. Determine monthly pension (*Disability High-3* x 60%) ÷ 12.

Step 2. Determine monthly pension using FERS retirement formulas shown in Example B and total creditable service up to the date of the statement. Replace Retirement High-3 by *Disability High-3*.

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

FERS LEO/FF (Retirement Coverage Code M). Any AUO, availability pay, or standby pay received over the 3-year period is included in the *Disability High-3*. If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

□ If the employee does **not** have 25 years of special service and is **not** at least 50 years of age with 20 years of special service, see steps above for FERS employees.

□ If the employee is at least 50 years of age with 20 or more years of special service, or has 25 years of special service at any age, the monthly pension is computed as follows:

□ If the employee is age 62 or older, determine monthly pension using total creditable service up to the date of the statement and FERS special retirement formulas shown in Example C, replacing *Retirement High 3* with *Disability High 3*.

□ If the employee is less than 62 years of age:

Step 1. Determine monthly pension (*Disability High-3* X 60%) ÷ 12.

Step 2. Determine monthly pension using creditable service up to the date of the statement and FERS Special retirement formulas shown in Example C, replacing *Retirement High-3* with *Disability High-3*.

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

CSRS And CSRS-Offset Employees (Retirement Coverage Code M). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

□ If the employee is 60 years or older, the monthly annuity is computed as follows:

Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to maximum of (*Disability-High-3* x 80%) ÷ 12.

□ If the employee is less than 60 years of age, the monthly pension is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* X 40%) ÷ 12.

Step 2. Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS or CSRS-Offset formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of (*Disability High-3* x 80%) ÷ 12.

Step 3. Compare Steps 1 and 2 and select the smaller of the amounts.

Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS or CSRS-Offset retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to maximum of (*Disability High-3* x 80%) ÷ 12.

Step 5. Compare Steps 3 and 4 and select the larger of the amounts.

CSRS And CSRS-Offset LEO/FF Employees (Retirement Coverage Codes 6, E, and T). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

□ If the employee is **Not** at least 50 years of age with 20 years or more of special service, see steps above for CSRS and CSRS-Offset employees.

□ If the employee is at least 50 years of age with 20 years or more of special service, the monthly disability pension is computed as follows:

Step 1. Determine monthly pension (*Disability High-3* X 40%) ÷ 12.

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Step 2. Determine monthly pension using credited past service and future service to age 60 and the applicable CSRS Special or CSRS-Offset Special formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of $(Disability\ High-3 \times 80\%) \div 12$.

Step 3. Compare Steps 1 and 2 and select the smaller of the amounts.

Step 4. Determine monthly pension using total creditable service up to the date of the statement and the applicable CSRS Special or CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3*. This amount is limited to a maximum of $(Disability\ High-3 \times 80\%) \div 12$.

Step 5. Compare Steps 3 and 4 and select the larger of the amounts.

FSRDS And FSRDS-Offset Employees (Retirement Coverage Codes 3 and G). If the employee's past creditable service is less than 5 years, then no monthly disability pension is allowed. For employees with 5 years or more of creditable service, the monthly disability pension is computed as follows:

□ If the employee is 60 years or older, the monthly annuity is computed as follows:

Step 1. Determine monthly pension $(Disability\ High-3 \times \text{years of creditable past service} \times 2\%)$.

Step 2. Compute $[\text{Step 1} \div 12]$, subject to a maximum of $(Disability\ High-3 \times 70\%) \div 12$.

□ If the employee is less than 60 years of age, the monthly annuity is computed as follows:

Step 1. Determine monthly pension $(Disability\ High-3 \times 40\%) \div 12$.

Step 2. Determine monthly pension $(Disability\ High-3 \times \text{years of service} \times 2\%)$. Years of service is equal to years of past creditable service plus future service to age 65.

Step 3. Compute $[\text{Step 2} \div 12]$.

Step 4. Compare Steps 1 and 3 and select the smaller of the amounts.

Step 5. Determine monthly pension $(Disability\ High-3 \times \text{years of service} \times 2\%)$. Years of service is equal to years of creditable service as of the statement date.

Step 6. Compute $[\text{Step 5 amount} \div 12]$. This amount is subject to a maximum of $(Disability\ High-3 \times 70\%) \div 12$.

Step 7. Compare Steps 4 and 6 and select the larger of the amounts.

FSPS Employees (Retirement Coverage Code P). If the employee's past creditable service is less than 18 months, then no monthly disability pension is allowed. For employees with 18 months or more of creditable service, the monthly disability pension is computed as follows:

Step 1. Determine monthly pension $(Disability\ High-3 \times 60\%) \div 12$.

Step 2. Determine monthly pension using total creditable service up to the date of the statement and FSPS retirement formulas shown in Example F, replacing *Retirement High-3* with *Disability High-3*.

Step 3. Compare Steps 1 and 2 and select the larger of the amounts.

Note: In the above calculations, the years of service are **not** prorated for the part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85 and 90).

[95] Age For Old Age Benefits. The age at which Social Security disability benefits would be replaced by regular Social Security benefits. This is determined according to the following table. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

| Birth Year | Age (Yrs./Mos.) |
|----------------|-----------------|
| up to 1937 | 65/00 |
| 1938 | 65/02 |
| 1939 | 65/04 |
| 1940 | 65/06 |
| 1941 | 65/08 |
| 1942 | 65/10 |
| 1943 thru 1954 | 66/00 |
| 1955 | 66/02 |
| 1956 | 66/04 |
| 1957 | 66/06 |
| 1958 | 66/08 |
| 1959 | 66/10 |
| 1960 and later | 67/00 |

96 Additional Amount. The additional amount payable for the basic employee death benefit. For 2008, this amount is \$29,722.95. If the employee does not have 18 months of civilian service, N/A is shown. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, and P).

97 Spouse's Estimated Monthly Survivor Annuity. The monthly annuity that the employee's eligible spouse may receive under survivor's income. This amount only applies to employees with 18 months or more of creditable service as of the statement date.

FERS, FSPS Employees and FERS LEO/FF (Retirement Coverage Codes K, M, and P). The monthly survivor annuity is computed as follows:

Step 1. Compare *Annual Salary* (Item 23) and *Disability High-3* (Item 93) and select the larger of the amounts.

Step 2. Compute monthly survivor annuity as [(Step 1 amount x 50%) + Item 96.

CSRS and CSRS-Offset Employees (Retirement Coverage Codes C and R). The monthly survivor annuity is computed as follows:

Step 1. Determine *Monthly Disability Pension* (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS and CSRS-Offset retirement formulas shown in Examples D and H, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amounts.

Step 4. Compute monthly survivor annuity as (Step 3 amount x 55%).

CSRS, CSRS-Offset LEO/FF (Retirement Coverage Codes 6, E, and T).

□ If the employee is **not** 50 years of age with 20 years or more of LEO/FF special service, see steps above for CSRS and CSRS-Offset employees.

□ If the employee is at least 50 years of age with 20 years or more of special service, the monthly survivor annuity is computed as follows:

Step 1. Determine *Monthly Disability Pension* (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable CSRS Special, CSRS-Offset Special retirement formulas shown in Example D, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amount.

Step 4. Compute monthly survivor annuity as Step 3 amount x 55%.

FSRDS, FSRDS-Offset Employees (Retirement Coverage Codes 3 and G). The monthly survivor annuity is computed as follows:

Step 1. Determine *Monthly Disability Pension* (Item 94).

Step 2. Determine monthly survivor annuity using total creditable service up to the date of the statement and applicable FSRDS or FSRDS-Offset retirement formulas shown in Example G, replacing *Retirement High-3* with *Disability High-3* (Item 93).

Step 3. Compare Steps 1 and 2 and select the larger amounts.

Step 4. Compute monthly survivor annuity as Step 3 amount x 55%.

Note: In the above calculations, the years of service are **not** prorated for part-time employees (Work Schedule P, Q, S, or T) as is done for retirement annuity estimates (Items 85, 90).

98 Current Year Biweekly Cost To Employee For Social Security (OASDI). The employee's current year biweekly cost^{1,2} Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

99 Current Year Biweekly Cost To Employee For HIT/Medicare. The employee's current year biweekly cost^{1,2} for HIT/medicare benefits.

100 Total Current Year Biweekly Cost To Employee For Social Security (OASDI), HIT/Medicare. The total current year biweekly cost² of the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 98 and 99. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

101 Current Year Biweekly Cost To Agency For Social Security (OASDI). The agency's current year biweekly cost^{1,2} for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

102 Current Year Biweekly Cost To Agency For HIT/Medicare. The agency's current year biweekly cost^{1,2} for the employee's HIT/medicare benefits.

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103 Total Current Year Biweekly Cost To Agency For Social Security (OASDI), HIT/Medicare. The total current year biweekly cost² to the agency for the employee's Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 101 and 102. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

104 Prior Year Annual Cost To Employee For Social Security (OASDI). The employee's prior calendar year cost^{3,4} for Social Security (OASDI) benefits. **Note:** OASDI may exceed maximum deduction on Form W-2. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

¹ This item is obtained from PAYE as of Pay Period 1 of the current year.

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior calendar year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

105 Prior Year Annual Cost To Employee For HIT/Medicare. The employee's prior year cost^{3,4} for HIT/medicare benefits.

106 Total Prior Year Annual Cost To Employee For Social Security (OASDI), HIT/Medicare. The employee's prior year cost⁴ for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 104 and 105. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

107 Prior Year Annual Cost To Agency For Social Security (OASDI). The agency's prior year cost^{3,4} for the employee's Social Security (OASDI) benefits. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

108 Prior Year Annual Cost To Agency For HIT/Medicare. The agency's prior year cost^{1,3} for the employee's HIT/medicare benefits.

109 Total Prior Year Annual Cost To Agency For Social Security (OASDI), HIT/Medicare. The employee's total prior year cost¹ for Social Security (OASDI) and HIT/medicare benefits. This total is the sum of Items 107 and 108. This field appears on FERS, FSPS, and CSRS-Offset statements only (Retirement Coverage Codes K, M, P, C, and E).

110 Total Current Year Biweekly Cost For HIT/Medicare. The total current year biweekly cost² of the employee's HIT/medicare benefits. This amount is the sum of Items 99 and 102. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

¹ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

² Adjustments (manual payments) made after the last day of the last pay period of the prior year are not included in this amount.

³ This item is obtained from PAYE as of the last pay period of the prior calendar year.

⁴ In cases where this amount is negative usually due to adjustments, this field will contain asterisks (*****) and will be footnoted "Due to adjustments, this amount could not be computed. Contact appropriate office or individual as designated by your employing organization for details."

111 Total Prior Year Annual Cost For HIT/Medicare. The total prior year annual cost¹ of the employee's HIT/medicare benefits. This amount is the sum of Items 105 and 108. This field appears on CSRS, CSRS LEO/FF, and FSRDS statements only (Retirement Coverage Codes 1, 3, 6, and R).

112 Annual Leave Balance, Prior Year. The employee's annual leave current balance for the prior year as it appears on IRIS Program 136, Annual/Sick Leave, as of the last pay period of the prior year.

For U.S. Attorneys employees with Special Employment Program Code PZ, Presidential Appointee, this field shows the frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year.

113 Value Of Annual Leave Balance, Prior Year. The dollar value of the employee's annual leave current balance (hours) for the prior year as it appears on IRIS Program 136, as of the last pay period of the prior year. This value is computed as annual leave current balance multiplied by the employee's hourly rate of pay.

114 Long Term Care Insurance Payroll Deduction. Changed from Long Term Care Insurance to Long Term Care Insurance Payroll Deduction.

For full-time employees, the hourly rate is determined by dividing the adjusted salary (Item 23) by 2087.

For part-time employees, the hourly rate is determined by dividing the full-time equivalent annual salary by 2087. Item 23 is not used in this case because it has already been prorated for a part-time tour-of-duty.

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For U.S. Customs employees covered by COPR, this value is computed by dividing the adjusted salary for Pay Period 1 of the current year by 2087 (allowable overtime is not included).

For U.S. Attorneys employees with Special Employment Program Code PZ, this field shows the dollar value of the employee's frozen annual leave balance hours as it appears on IRIS Program 136 as of the last pay period of the prior year. The hourly rate used in computing the dollar value is the frozen annual leave rate as it appears on IRIS Program 136.

Federal Deposit Insurance Corporation (FDIC).

The following items apply to Federal Deposit Insurance Corporation (FDIC) employees only.

1F Annual Pay Differential. The annual pay differential¹ paid by the agency for FDIC permanent employees obtained from PAYE as of the last pay period of the prior year.

For Items 9F through 14F, the life insurance coverage amount for life insurance option 1, 2, and 3 factors, correspond to life insurance plan code 10, FDIC Life insurance, and life insurance benefit type 2, Non-Federal. This can be seen on IRIS Program 116, Life Insurance, depending on whether the employee has Federal and/or non-Federal life insurance coverage.

2F FDIC Basic Life Insurance Amount Payable. The amount payable under FDIC non-Federal basic life insurance. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

3F FDIC Life Insurance Option 1–Employee. The amount payable under the FDIC life insurance Option 1, Employee. This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation. If the employee has not elected Option 1, N/A is shown.

4F FDIC Group Life Insurance–AD&D. The amount payable under FDIC group life insurance for Accidental Death And Dismemberment (AD&D). This amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

5F FDIC Basic Life Insurance Coverage Amount. The basic life insurance coverage amount payable after retirement up to age 65 at death from any cause. This

amount is computed as the employee's life insurance coverage amount multiplied by 1,000 and is subject to a \$300,000 limitation.

6F FDIC Life Insurance Payable For Death Of Spouse. The amount payable for the death of the employee's spouse. Using the employee's life insurance option 2 factor and 3 factor, this amount is determined according to the following table:

| Opt 2 Factor | Opt 3 Factor | Amount Payable |
|---------------|---------------|---|
| blank or zero | blank or zero | N/A |
| blank or zero | 1000 or 2000 | \$10,000 |
| 0500 | blank or zero | (LI-Coverage- Amt x 1000) ÷ 2 |
| 0500 | > zero | \$10,000+(LI-Coverage-Amt x 1000) ÷ 2 |
| 1000 | blank or zero | (LI-Coverage- Amt x 1000) (up to \$300,000) |
| 1000 | > zero | \$10,000+(LI-Coverage-Amt x 1000) (up to \$300,000) |

7F FDIC Life Insurance Payable For Death Of Child. The amount payable under FDIC Spouse and Family Optional Life insurance for the death of the employee's child. Using the employee's life insurance option 3 factor, this amount is determined according to the following table:

| Opt 3 Factor | Amount Payable |
|--------------|----------------|
| 1000 | \$5,000 |
| 2000 | \$10,000 |
| all others | N/A |

Example A –1– Example Of High-3 Average Pay Computation

Step 1: Proposed date of retirement is 5/3/1999. Find rates of basic pay in effect for the period 5/3/1996 to 5/3/1999. The employee's pay history is shown below.

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| Employee Pay History | |
|------------------------|------------|
| Date Of Changes In Pay | Annual Pay |
| 08/05/1998 | \$29,400 |
| 12/07/1997 | \$28,001 |
| 04/06/1997 | \$27,653 |
| 06/03/1996 | \$25,003 |
| 01/03/1996 | \$23,890 |

Step 2: For each change in pay rate, determine the time interval that was in effect, the time factor for the interval, the annual pay in effect for the interval, and the pay earned during the interval.

a) The first interval begins on 5/3/1999, the proposed retirement date, and ends on 8/5/1998, the effective date of the first change in annual pay. The number of days in this interval is determined by subtracting the interval begin date from the interval end date. The result is 269 days.

$5/3/1999 - 8/5/1998 = 8 \text{ months, } 29 \text{ days}$

$(8 \times 30) + 29 = 269 \text{ days}$

b) The time factor for this interval is computed as $\text{Number of Days Interval} \div 360$. PSBS assumes that a month is 30 days, so a year is equal to 360 days ($30 \times 12 = 360$). For the first interval the time factor is $269 \div 360$. The result is 0.747222.

c) The annual pay in effect for this time interval is \$29,400.00.

d) The pay earned for this time interval is computed as $\text{Time Factor} \times \text{Annual Pay}$. For the first interval the pay earned is $0.747222 \times \$29,400.00$. The result is \$21,968.33 pay earned in the time interval.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: Determine the total estimated pay earned in the 3-year period. The result is \$81,960.91.

Step 3: Divide the total estimated pay earned by 3. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$\$81,960.91 \div 3 = \$27,320.00$ estimated High-3 Average Pay

| Time Factor Calculations | | | | | |
|---------------------------------------|---|--------------------|---|-------------------------|--------------------------------------|
| End Date of Pay Change or Retire Date | Begin Date of Pay Change or Retire Date | # Days in Interval | Time Factor (# Days in Interval \div 360) | Annual Salary in Effect | Pay Earned (Time Factor x Basic Pay) |
| 05/03/1999 | 08/05/1998 | 269 | .747222 | \$29,400 | \$21,968.33 |
| 08/04/1998 | 12/07/1997 | 238 | .661111 | \$28,001 | \$18,511.77 |
| 12/06/1997 | 04/06/1997 | 241 | .669444 | \$27,653 | \$18,512.13 |
| 04/05/1997 | 06/03/1996 | 303 | .841667 | \$25,003 | \$21,044.20 |
| 06/02/1996 | 05/04/1996 | 29 | .080556 | \$23,890 | \$1,924.48 |
| Totals | | | 3.00000 | | \$81,960.91 |

Example A-2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (CSRS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings **including allowable overtime** where possible. In order to estimate the

employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 14.29 (which is $1 \div 0.07$). This estimated earnings figure is used to determine an estimate of the employee's high-3.

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Step 1: Proposed date of retirement is 10/15/2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 10/15/2000. The employee's pay history is shown below.

| Employee Pay History | | | |
|----------------------|---------------|----------|-----------------------|
| Date Of Change | Annual Salary | Tax Year | Retirement Deductions |
| 01/02/2000 | \$40,733.00 | 1999 | \$3,774.33 |
| 01/03/1999 | \$39,343.00 | 1998 | \$3,734.02 |
| | | 1997 | \$3,397.16 |

| Retirement Deduction Rate | Factor (1/Rate) | Estimated Salary + Overtime |
|---------------------------|-----------------|-----------------------------|
| .0725 | 13.79 | \$52,048.01 |
| .0700 | 14.29 | \$53,359.15 |
| .0700 | 14.29 | \$48,545.42 |

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the interval, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 10/15/1997, the first interval begins on 10/15/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 75 days.

$$12/31/1997 - 10/15/1997 = 75 \text{ days}$$

b) The time factor for this interval is computed as
 $\text{Number of Days In Interval} \div 360$. The PSB S sys-

tem assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days ($30 \times 12 = 360$). So, for the first interval the time factor is $75 \div 360$. The result is 0.208333.

c) The estimated salary plus overtime for 1997 is \$48,545.42. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/01/2000. The salary in effect on this date is \$39,343.00. Note that this salary does not include any allowable overtime.

d) The estimated salary plus overtime in the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is $0.208333 \times \$48,545.42$. The result is \$10,113.63. retirement deductions accumulated for this interval are computed as Time Factor x Retirement Deductions. For the first interval the amount earned is $0.030556 \times \$3,446.07$. The result is \$105.30.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total estimated salary, including allowable overtime, during the 3-year interval is estimated as \$147,763.89. Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$$\$147,763.89 \div 3 = \$49,254.63 \text{ Estimated High-3 Average Pay}$$

| Time Factor Calculations | | | | | | |
|--------------------------|----------------------------|--------------------------|--------------------|-------------|-----------------------------|-----------------------------|
| Line No. | Salary Interval Begin Date | Salary Interval End Date | # Days In Interval | Time Factor | Estimated Salary + Overtime | Amount Earned this Interval |
| 1 | 10/15/1997 | 12/31/1997 | 75 | 0.208333 | \$48,545.42 | \$10,113.63 |
| 2 | 01/01/1998 | 12/31/1998 | 360 | 1.000000 | \$53,359.15 | \$53,359.15 |
| 3 | 01/01/1999 | 12/31/1999 | 360 | 1.000000 | \$52,048.01 | \$52,048.01 |
| 4 | 01/01/2000 | 01/01/2000 | 1 | 0.002778 | \$39,343.00 | \$109.29 |
| 5 | 01/02/2000 | 10/15/2000 | 284 | 0.788889 | \$40,733.00 | \$32,133.81 |
| Totals | | | | 3.000000 | | \$147,763.89 |

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Example A-2 – Example Of High-3 Average Pay Computation For U. S. Customs Officers Covered By COPRA (FERS Employees)

Note: For purposes of this statement, retirement benefits payable within the next 3 years are estimated using a high-3 consisting of earnings **including allowable overtime** where possible. In order to estimate the employee's earnings and overtime, retirement deductions for each of the 3 tax years prior to the estimated eligible retirement date are used. PSBS assumes the tax year is 01/01 to 12/31 in this instance. The earnings figure which yielded the deductions can be determined by multiplying the total retirement deductions for a year by a factor of 125.0 (which is $1 \div 0.008$). This estimated earnings figure is used to determine an estimate of the employee's high-3.

Step 1: Proposed date of retirement is 3/18/2000. Find retirement deductions and rates of basic pay in effect for the 3 years ending on 3/18/2000. The employee's pay history is shown below.

| Employee Pay History | | | |
|----------------------|---------------|----------|-----------------------|
| Date Of Change | Annual Salary | Tax Year | Retirement Deductions |
| 01/02/2000 | \$37,893.00 | 1999 | \$414.11 |
| 01/03/1999 | \$36,791.00 | 1998 | \$382.54 |
| | | 1997 | \$370.38 |

| Retirement Deduction Rate | Factor (1/Rate) | Estimated Salary + Overtime |
|---------------------------|-----------------|-----------------------------|
| .0105 | 95.24 | \$39,439.84 |
| .008 | 125.0 | \$47,817.50 |
| .008 | 125.0 | \$46,297.50 |

Step 2: For each period of retirement deductions or change in pay, determine the number of days in the inter-

val, time factor for the interval, annual retirement deductions for the year covering the interval, and the retirement deductions accumulated during the interval.

a) Because the 3-year window starts on 3/18/1997, the first interval begins on 3/18/1997 and ends on 12/31/1997. The number of days in this interval is determined by subtracting the begin date from the end date. The result is 282 days.

$$12/31/1997 - 3/18/1997 = 282 \text{ days}$$

b) The time factor for this interval is computed as Number of Days In Interval \div 360. The PSBS System assumes that a month is 30 days, and a year is 12 months, so 1 year is equal to 360 days ($30 \times 12 = 360$). So, for the first interval the time factor is $282 \div 360$. The result is 0.783333.

c) The estimated salary plus overtime for 1997 is \$46,297.50. This amount is found in the table above. If tax year retirement deductions are not available for a time interval, use the employee's contract salary for the interval. For example, on line 4 the time interval is 01/01/2000 to 01/10/2000. The salary in effect on this date is \$36,791.00. Note that this salary does not include any allowable overtime.

d) The salary plus overtime earned in the first interval is computed as Salary X Time Factor. So, for the first interval the amount earned is $0.783333 \times \$46,297.50$. The result is \$36,266.38.

Repeat steps A through D for each of the intervals in the 3-year period. See the completed chart below.

Step 3: The total pay earned, including allowable overtime, during the 3-year interval is estimated as \$131,730.81. Divide this figure by 3 to determine the employee's estimated high-3 figure. If the employee does not have 3 years of salary data, use the actual length of service (total of time factors) to compute high-3 average pay.

$$\$131,730.81 \div 3 = \$43,910.27 \text{ Estimated High-3 Average Pay}$$

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| Time Factor Calculations | | | | | | |
|--------------------------|----------------------------|--------------------------|--------------------|-------------|-----------------------------|-----------------------------|
| Line No. | Salary Interval Begin Date | Salary Interval End Date | # Days In Interval | Time Factor | Estimated Salary + Overtime | Amount Earned this Interval |
| 1 | 03/18/1997 | 12/31/1997 | 282 | 0.783333 | \$46,297.50 | \$36,266.38 |
| 2 | 01/01/1998 | 12/31/1998 | 360 | 1.000000 | \$47,817.50 | \$47,817.50 |
| 3 | 01/01/1999 | 12/31/1999 | 360 | 1.000000 | \$39,439.84 | \$39,439.84 |
| 4 | 01/01/2000 | 01/01/2000 | 1 | 0.002778 | \$36,791.00 | \$102.20 |
| 5 | 01/02/2000 | 03/18/2000 | 77 | 0.213889 | \$37,893.00 | \$8,104.89 |
| Totals | | | | 3.000000 | | \$131,730.81 |

Example B – Regular FERS Retirement (Retirement Coverage Code K)

Unreduced retirement benefits are available at the following age and service combinations:

- At least the Minimum Retirement Age (MRA) with 30 or more years of service.
- At least age 60 with 20 or more years of service
- At least age 62 or 65 with 5 or more years of service

| If You Were Born. . . | Your MRA is. . . |
|-----------------------|------------------|
| before 1948 | 55 |
| In 1948 | 55 & 2 months |
| In 1949 | 55 & 4 months |
| In 1950 | 55 & 6 months |
| In 1951 | 55 & 8 months |
| In 1952 | 55 & 10 months |
| In 1953–1964 | 56 |
| In 1965 | 56 & 2 months |
| In 1966 | 56 & 4 months |
| In 1967 | 56 & 6 months |
| In 1968 | 56 & 8 months |
| In 1969 | 56 & 10 months |
| In 1970 & after | 57 |

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

□ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, use one of the following formulas:

□ If the employee is less than 62 years old, or has less than 20 years of service:

Step 1. Compute [Retirement High-3 (Item 80) x 1% x Years of Service].

Step 2. Compute [Step 1 ÷ 12].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

☞ **Note:** Frozen service is the total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee. The employee must have completed 5 years of creditable civilian service before becoming subject to CSRS-Offset or before the effective date of an election of FERS coverage.☞

□ If the employee has transferred from CSRS to FERS and has frozen service:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS service as it appears on IRIS Program IR117. For detailed information on CSRS retirement formulas, see **Example D**.

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Step 2. Follow FERS retirement formulas shown above using the employee's years of service **after the transfer** as employee's years of service.

Step 3. Add Step 1 and Step 2 amounts.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute $[\text{Step 3} \times (\text{Pay Period 1 Tour-of-Duty Hours} \div 80)]$.

Example C – FERS-Special Retirement (Retirement Coverage Code M)

Under the special retirement provisions for law enforcement officers and firefighters, retirement may begin at age 50 with 20 years of 6C-Retirement coverage or at any age with 25 years of special 6C-Retirement coverage. Once a firefighter has 20 years of special 6C-Retirement coverage, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years of special 6C-Retirement coverage are subject to mandatory retirement at age 57.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117.

Retirement Formula Used:

□ If the employee has not transferred from CSRS to FERS or has transferred and has no frozen service, the following formula is used:

Step 1. Compute $[1.7\% \times \text{First 20 years of Special Service}]$.

Step 2. Compute $[1\% \times \text{all Remaining Years of Service}]$.

Step 3. Compute $[\text{Step 1} + \text{Step 2}]$.

Step 4. Compute $[\text{Retirement High-3 (Item 80)} \times \text{Step 3}]$.

Step 5. Compute $[\text{Step 4} \div 12]$.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year

because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute $[\text{Step 2} \times (\text{Pay Period 1 Tour-of-Duty Hours} \div 80)]$.

□ If the employee has transferred from CSRS to FERS (has frozen service), the following formula is used:

Step 1. Follow CSRS (or CSRS-Offset) Special retirement formulas shown in Example D using Frozen CSRS service as the employee's years of service. For more information on CSRS retirement formulas, see Example D.

Step 2. Follow FERS-Special retirement formula shown above using the employee's years of service **after the transfer** as the employee's years of service.

Step 3. Compute $[\text{Step 1} + \text{Step 2}]$.

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute $[\text{Step 2} \times (\text{Pay Period 1 Tour-of-Duty Hours} \div 80)]$.

Example D – CSRS And CSRS-Offset Retirement (Retirement Coverage Codes 1, C, And R)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 55 with 30 years or more of service.
- At least age 60 with 20 years or more of service.
- At least age 62 with 5 years or more of service.

Retirement Formulas Used:

□ If the *Retirement High-3* (Item 80) is less than \$5,000:

Step 1. Compute $[(\text{Retirement High-3 (Item 80)} \times 1\%) + \$25]$.

Step 2. Compute $[\text{Step 1} \times \text{Years of Service}]$.

Step 3. Compute $[\text{Step 2} \div 12]$ (subject to a maximum of $(\text{Retirement High-3} \times 80\%) \div 12$).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 4 as follows:

Step 4. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

□ If the *Retirement High-3* (Item 80) is \$5,000 or more:

Step 1. Compute [1.50% x First 5 Years of Service].

Step 2. Compute [1.75% x Second 5 Years of Service].

Step 3. Compute [2% x Remaining Years of Service].

Step 4. Compute [Step 1 + Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step 5 ÷ 12] (subject to a maximum of (Retirement High-3 x 80%) ÷ 12).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

Example E – CSRS, CSRS-Offset Special Retirement (Retirement Coverage Codes E, T, And 6)

Under the special retirement provisions for law Enforcement Officers/Firefighters, retirement may begin at age 50 with 20 years of special 6C-Retirement service. Once a firefighter has 20 years of 6C-Retirement service, the employee is subject to mandatory retirement at age 55. Law enforcement officers with 20 years or more of 6C-Retirement service are subject to mandatory retirement at age 57.

Retirement Formulas Used:

Step 1. Compute [2.5% x First 20 years of Special Service].

Step 2. Compute [2% x Remaining Years of Service].

Step 4. Compute [Retirement High-3 (Item 80) x Step 3].

Step 5. Compute [Step 4 ÷ 12] (subject to a maximum of (Retirement High-3 x 80%) ÷ 12).

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 6 as follows:

Step 6. Compute [Step 5 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

Example F – FSPS Retirement (Retirement Coverage Code P)

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 years or more of service.
- At least age 60 with 5 years or more of service.

For length of frozen service, see Frozen CSRS Service on IRIS Program 117, Retirement Data.

Retirement Formulas Used:

□ If the employee has transferred from FERS to FSPS, the following formula is used:

Step 1. Compute Years of Service as [Years of FERS Service + Years of FSPS Service].

Step 2. Compute [1.7% x First 20 years of Service].

Step 3. Compute [1% x Remaining Years of Service].

Step 4. Compute [Step 2 + Step 3].

Step 5. Compute [Retirement High-3 (Item 80) x Step 4].

Step 6. Compute [Step 5 ÷ 12].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 7 as follows:

Step 7. Compute [Step 6 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

□ If the employee has transferred from FSRDS to FSPS and has less than 5 years of FSRDS service:

Use steps shown above as if the employee transferred from FERS to FSPS.

□ If the employee has transferred from FSRDS to FSPS and has more than 5 years of FSRDS service:

Step 1. Compute [Total Years of Service – Frozen CSRS Service].

Step 2. Compute [2% x Frozen CSRS Service] (subject to a maximum of (Retirement High-3 x 70%) ÷ 12).

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Step 3. Compute [Retirement High-3 (Item 80) x Step 2].

Step 4. Compute [Step 3 ÷ 12].

Step 5. Compute [1.7% x First 20 years of Step 1].

Step 6. If Frozen CSRS Service > 20, compute [1% x (Frozen CSRS Service – 20)].

Step 7. Compute [Step 5 + Step 6].

Step 8. Compute [Retirement High-3 (Item 80) x Step 7].

Step 9. Compute [Step 8 ÷ 12].

Step 10. Compute [Step 4 + Step 9].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 11 as follows:

Step 11. Compute [Step 10 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

□ If the employee has transferred from CSRS to FERS to FSPS:

Step 1. Follow CSRS retirement formulas shown in Example D using Frozen CSRS Service as the employee's years of service.

Step 2. Compute [Total Years of Service – Frozen CSRS Service].

Step 3. Follow FERS to FSPS retirement formula shown above using Step 2 as the employee's years of service.

Step 4. Compute [Step 1 + Step 3].

For part-time employees (Work Schedules P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 5 as follows:

Step 5. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

**Example G – FSRDS And
FSRDS-Offset Retirement (Retirement
Coverage Codes 3 And G)**

Unreduced retirement benefits are available at the following age and service combinations:

- At least age 50 with 20 or more years of service
- At least age 60 with 5 or more years of service

Retirement Formulas Used:

Step 1. Compute [Retirement High-3 (Item 80) x 2% x Years of Service].

Step 2. Compute [Step 1 ÷ 12] (subject to a maximum of (Retirement High-3 x 70%) ÷ 12).

For part-time employees (Work Schedule P, Q, S, and T), the monthly annuity is prorated by the employee's tour-of-duty as of Pay Period 1 of the current year because the full tour-of-duty proration is not available. Therefore, use Step 3 as follows:

Step 3. Compute [Step 2 x (Pay Period 1 Tour-of-Duty Hours ÷ 80)].

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Example Of Your Personal Benefits Statement

YOUR PERSONAL BENEFITS STATEMENT
BASED ON YOUR ACCOUNT AS OF XXXX, XX XXXX

||||| 1
T-000000 2 0001 3 XX 4 00 5 0000 6
FIRST 7 M 8 LAST NAME 9
111 YOUR ST. 10
CITY 11 ST 12 00000-0000

| | |
|----------------------------------|-------|
| Social Security Number | 14 |
| Birth Date | 15 |
| Retirement SCD | 16 |
| Retirement Coverage | 17 18 |
| 6C Retirement SCD | 19 |
| Leave SCD | 20 |
| TSP Contribution Amount | 21 |
| TSP Catch-up Contribution Amount | 22 |

As an employee of the Federal Government, your total compensation consists of more than just the amount you are paid—it also includes your benefits package. This statement has been prepared to inform you about your benefits coverages and costs. It is provided annually and is not available on request. If you have questions concerning this statement, or if you believe it does not accurately reflect your benefits coverages, please contact the appropriate office or individual as designated by your employing organization.

Benefits amounts shown in this document are estimates. If you are considering retirement, please seek more precise information from your employing organization.

Pay

The annual pay used to prepare this statement is 23. Unless otherwise indicated, this is your base pay as of the last pay period of the prior year (including pay for holidays and leave). Base pay is the amount on which your benefit deductions and coverages are based. Generally, it does not include overtime; however, it does

include locality pay; environmental pay; AUO and availability pay for law enforcement officers; standby pay for firefighters, some law enforcement officers and other employees; and inspectional overtime (COPRA) for Customs Inspectors and Canine Enforcement Officers.

Total Compensation And Costs

Your total compensation (pay and benefits) for the prior year was 24. Total compensation costs to you and the Government are shown throughout this statement. This includes

only costs paid by your present employing agency. If you were not employed for the full calendar year or if you transferred from another agency during the year, costs paid may not be shown or may not reflect actual amounts.

Leave

Sick Leave

If you are unable to work because of illness or injury, your accumulated sick leave is available for use. Your full pay continues for the period of your accumulated sick leave. As of the last pay period of the prior year you had 25 hours of accumulated

sick leave. You may use annual leave in place of, or as an extension of sick leave.

Annual Leave

Your annual leave balance as of the last pay period of the prior year is 26 hours.

Federal Employees Health Benefits (FEHB) Program

You are covered by: 27 28 28A

Premium conversion is a tax benefit that allows employees to allot a portion of salary back to the employer, which the employer then uses to pay the employee's contribution for FEHB coverage. This allotment is made on a pre-tax basis, which means that the money is not subject to Medicare, Social Security, or Federal income taxes.

Premium Costs

| | Current Year Bi-Weekly | Current Year Annual |
|----------|---------------------------|------------------------|
| Employee | 29 | 32 |
| Agency | 30 | 33 |
| Total | 31 | 34 |

To continue health insurance coverage in retirement you must retire on an immediate annuity and have been covered for the 5 years immediately before retirement, or since your first opportunity to enroll, if fewer than 5 years. (These coverage requirements also apply if you receive FECA benefits.) Coverage for your enrolled dependents may continue if they are eligible for either your retirement plan (YRP) or FECA benefits. Should your dependents lose their status as family members, for example by divorce or when a child marries or turns age 22, their participation in FEHB may continue for a limited period of time under provisions for Temporary Continuation of Coverage (TCC). The affected individual may also choose to convert coverage to a nongroup contract.

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| Federal Employees Group Life Insurance (FGLI) Program | | | | | | | |
|---|------------------------|-------------------|----------|-------------------|--------|-------|----|
| Coverage: 35 | | | | | | | |
| Premium Costs | Current Year Bi-Weekly | | | Prior Year Annual | | | |
| | Employee | Agency | Total | Employee | Agency | Total | |
| | Basic | 36 | 37 | 38 | 43 | 44 | 45 |
| | Standard - Option A | 39 | | | 46 | | |
| | Additional - Option B | 40 | | | 47 | | |
| | Family - Option C | 41 | | | 48 | | |
| Total | 42 | | | 49 | | | |
| Coverage Amounts | | Basic | Standard | Additional | Total | | |
| If Death Is Not Accidental | | 50 | 51 | 52 | 53 | | |
| If Death Is Accidental | | 54 | 55 | 56 | 57 | | |
| Family Option | | | | | | | |
| Death of Spouse 58 | | | | | | | |
| Death of Child 59 | | | | | | | |
| Accidental Dismemberment | | | | | | | |
| Loss of Limbs or Total Eyesight 60 | | | | | | | |
| Loss of One Limb or One Eye 61 | | | | | | | |
| Your basic life insurance is increased by an "extra benefit" for participants under age 45. This benefit doubles the amount of basic life insurance if you are age 35 or younger. Beginning on your 36th birthday, the extra benefit decreases 10% each year until, at age 45, there is no extra benefit. | | | | | | | |
| Family Optional Life Insurance | | | | | | | |
| If a covered family member dies while you are working, you would receive the above benefit. If you should die while working, insured family members may convert their own coverage to individual policies. If you have a life event, such as marriage, the adoption of a child, divorce, etc., you may be eligible to elect more life insurance coverage. For further information, contact the appropriate office or individual as designated by your employing organization. | | | | | | | |
| Coverage in Retirement after Age 65 | | | | | | | |
| To be eligible for life insurance coverage during retirement (including FECA benefits), you must retire on an immediate annuity and be enrolled for the 5 years immediately before retirement or since your first opportunity to enroll. If you are eligible to continue life insurance coverage during retirement, | | | | | | | |
| - decide upon the level of coverage you wish to retain. | | | | | | | |
| - elect to keep all or some of your Basic life insurance. | | | | | | | |
| - elect to keep all or some of your Family coverage in excess of one multiple first elected as a result of changes to the FEGLI law in 1999/2000. | | | | | | | |
| - premiums for Basic and Family are based on the amount on insurance retained. | | | | | | | |
| Basic | | | | | | | |
| No Reduction. Retain full value for life; after age 65, regular premium stops, you pay only the premium for retaining full value. | | | | | | | |
| 50% Reduction. Retain full value until age 65; at age 65, value decreases 1% per month until 50% of the face value at retirement remains; premiums continue for life. After age 65, the regular premium stops, you pay only the premium of retaining 50% of the value. | | | | | | | |
| 75% Reduction. Retain full value until age 65; premiums at the active employee rate continue until age 65 at which time they stop; value reduces 2% per month until 25% of the face value at the time of retirement remains. | | | | | | | |
| Standard | | | | | | | |
| Premiums continue until age 65 when they cease; the value of the insurance reduces 2% per month until 25% (\$2,500) remains. | | | | | | | |
| Additional and/or Family | | | | | | | |
| If you are eligible to continue these options during retirement, you must decide upon the level of coverage you wish to retain. Your options are: | | | | | | | |
| - choose to retain all of your coverage based on the number of multiples you wish to retain beyond age 65; premiums are based on age bands and the amount of insurance retained; or | | | | | | | |
| - choose a total reduction in the value of your coverage; premiums continue until age 65 when they stop; the value of insurance reduces 2% per month until coverage ends. | | | | | | | |
| Employees may also irrevocably assign their life insurance or elect a living benefit, if eligible. For further information, contact the appropriate office or individual as designated by your employing organization. | | | | | | | |
| Thrift Savings Plan (TSP) | | | | | | | |
| TSP Contributions | | | | | | | |
| | Current Year Bi-Weekly | Prior Year Annual | | | | | |
| Employee | 62 | 65 | | | | | |
| Agency | 63 | 66 | | | | | |
| Catch-up | 63A | 66A | | | | | |
| Total | 64 | 67 | | | | | |
| At the end of the calendar year, your TSP account balance was 68. Your account balance will become available when you separate from the Federal Government. When you withdraw your TSP account you can: (1) receive a lump sum payment, (2) get equal payments over a number of years, (3) roll it over into an IRA, or (4) buy an annuity. | | | | | | | |

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TSP Contributions (continued)

Assuming you continue TSP contributions at the same rate and earnings on your account average 7% per year, your estimated TSP account balance when you are first eligible to retire would be 69. The estimated annuity shown in the next column presupposes the following conditions: you and your spouse are the same age; you select the 100% survivor annuity; and the interest rate index on the level payment annuity, with no cash refund, when purchased, will be 70.

Should you die while employed, your TSP funds become available to the individuals named on your Designation of Beneficiary, TSP-3, or according to the order of precedence. If you need further information, please contact the appropriate office or individual as designated by your employing organization.

TSP Estimated Monthly Annuity

| If You Retire At Age | Single Life Annuity | Joint Life (Spouse) Annuity |
|-------------------------|------------------------|-----------------------------------|
| <u>71</u> | <u>72</u> | <u>73</u> |

Your Retirement Plan

Retirement Coverage Costs

| | Current Year Bi-Weekly | Prior Year Annual |
|----------|---------------------------|----------------------|
| Employee | <u>74</u> | <u>77</u> |
| Agency | <u>75</u> | <u>78</u> |
| Total | <u>76</u> | <u>79</u> |

YRP bases annuity computations on a formula using length of service and an average of the highest 3 consecutive years of basic pay (High-3). If you are not eligible to retire in the next 3 years, your annual salary as of the date of this statement has been used as your High-3 average pay for the estimates below. If you are eligible to retire within the next 3 years, the estimates below were prepared using a High-3 based on information in the payroll system. If less than 3 years of pay data were available, reasonable assumptions regarding your pay history have been made. Length of service was determined by using your retirement service computation date. In addition all annuity estimates are shown in gross dollar figures.

The estimates shown below do not include:

- accumulated sick leave or reductions for unpaid deposits or redeposits;
- additional annuity for payments to the voluntary contributions program;
- exact application of post April 7, 1986, part-time service requirements because stored system data related to salary begins only with January 1993, and complete tour of duty proration is not available. Contact your servicing personnel office for complete calculation;
- credit for temporary service performed after 1988 for YRP employees.

Actual retirement benefits will be based on your total creditable service and your "High-3" average pay as determined by the Office of Personnel Management when you retire. For this computation, your "High-3" is 80. Your length of service at age 81 will be 82 years.

Optional Retirement-Estimated Monthly Annuity

| If You Retire At Age | Annuity With No Survivor Benefit | Annuity Reduced For Survivor Benefit | Survivor Benefit |
|-------------------------|--|---|---------------------|
| <u>88</u> <u>89</u> | <u>90</u> | <u>91</u> | <u>92</u> |

You may also be eligible for the Special Supplement until age 62. The Special Supplement is an approximation of Social Security benefits earned while under YRP. The Special Supplement is subject to the Social Security earnings test and is not reflected in these estimates.

You may also retire at your minimum retirement age (55 to 57, depending on your birthday) with 10 years of service. However, your annuity will be reduced by 5% for each year you are under age 62, and you will not receive the special supplement mentioned above.

Disability Benefits

If you have 18 months or more of Federal civilian service and become disabled for your position, you may be eligible for disability retirement. YRP disability annuities are computed in different ways depending on the annuitant's age and service at the time of retirement. In most cases, benefits are recomputed after the first 12 months and again at age 62. Persons who transferred to YRP, and who are eligible for a YRP component in their YRP annuity, will receive the higher of the YRP computation or their earned annuity. Based on a "High-3" of 93 during the first year of retirement, your estimated monthly annuity, without survivor benefits, under YRP would be about 94. Subsequent years will be less. A disability annuity begins the day after separation or pay ceases, and continues while you remain disabled, even for life.

If you are also entitled to disability benefits from the Social Security Administration, your YRP disability annuity will be reduced by the Social Security pension. Social Security disability benefits would be replaced by old age benefits at age 95 years and 95 months.

Death In Service

If you die as an employee, survivor benefits may be payable to your spouse if you have at least 18 months of civilian service and have been married at least 9 months, have a child born of that marriage, or die of accidental causes. The Basic Employee Death Benefit is:

- one-half of basic pay at the time of death (or one-half of High-3, if greater than basic pay), plus
- an additional amount 96

If you have accrued 10 years of service, your spouse may also be eligible for an annuity that is 50% of that which you would have received had you been eligible for retirement on the date of death. Your surviving spouse's estimated monthly annuity would be 97 payable for life, unless remarried before age 55. Eligible children—generally unmarried children under age 18, or under age 22 if full-time students—may also qualify for benefits. Children's benefits are reduced by the child's Social Security survivor benefits.

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Example Of Your Personal Benefits Statement

Social Security Benefits/Medicare Benefits

Social Security/ Medicare Deductions

| | Current Year Bi-Weekly | | Prior Year Annual | |
|-------------------------|------------------------|--------|-------------------|--------|
| | Employee | Agency | Employee | Agency |
| Social Security (OASDI) | 98 | 101 | 104 | 107 |
| Medicare (HIT) | 99 | 102 | 105 | 108 |
| Total | 100 | 103 | 106 | 109 |

As an employee covered by the Federal Insurance Contributions Act, you will be eligible for Social Security benefits which are payable monthly as early as age 62. Benefits will also be available to current spouse, eligible former spouse(s) and eligible children. These benefits will be based on your entire work history. Estimated benefits can be obtained from the Social Security Administration by submitting Form SSA-7004, Request for Earnings and Benefit Statement. A copy of the form can be obtained by calling the toll-free number 1-800-772-1213 or contacting your local Social Security office.

Hospital Insurance Tax (HIT)/Medicare Coverage

There are two parts to Medicare:

– **Hospital insurance (Part "A")**

This helps pay for inpatient hospital care and certain follow-up services; and

– **Medical insurance (Part "B")**

This helps pay for doctors' services, outpatient hospital care, and other medical services.

Eligibility For Hospital Insurance (Part A)

Most people get hospital insurance when they turn 65. You qualify for it automatically if you:

- are eligible for Social Security or Railroad Retirement benefits;
- qualify on a spouse's (including divorced spouse's) record;
- are a government employee not covered by Social Security who paid the Medicare part of the Social Security tax;
- have been getting Social Security disability benefits for 24 months;
- have permanent kidney failure that requires maintenance dialysis or a kidney replacement provided you are insured or if you are the spouse or child of an insured worker.

If you paid hospital insurance taxes (HIT) while you worked, Part A is free when you are eligible for it. If you do not qualify based on one of the above reasons and you are 65 or older, you can buy hospital insurance just like you buy other health insurance policies.

Medical Insurance (Part B)

Almost anyone who is eligible for hospital insurance can sign up for medical insurance. Unlike Part A, Part B is an optional program. However, you do have to pay for it.

Benefits Under The Federal Employees Compensation Act (FECA)

Disability

If you experience an on-the-job injury, you may be entitled to benefits under the Federal Employees Compensation Act which is administered by the Department of Labor's Office of Workers Compensation Programs (OWCP). You may be eligible to receive full pay for up to 45 days. Benefits start after a 3-day waiting period, except when the disability lasts more than 14 days or permanent disability results. In those cases, benefits begin as of the day you became disabled. If you qualify for both YRP and FECA benefits, you may choose the more advantageous.

Death Benefits

If death results from an on-the-job injury, your eligible spouse and/or dependent children may receive a lump sum payment of up to \$1,000. Spousal benefits are payable for life, or until remarried if before age 55. A spouse who remarries before age 55, receives a lump sum payment equal to 24 months' benefits. Children's benefits continue as long as they qualify as dependents. If your survivors are eligible for benefits under both YRP and FECA, they may choose whichever is more advantageous.

If You Leave The Federal Government Before You Retire

YRP Contributions

You may leave your retirement contributions in YRP. If you have at least 5 years of service covered by contributions, but less than 10, you may apply for a deferred annuity at age 62. If you have at least 10 years of service covered by contributions, you may apply for retirement at the Minimum Retirement Age (MRA), which is based on your date of birth. If you are younger than age 62 when you begin to receive benefits, depending on your age and length of service, your benefits may be reduced. You may also apply for a refund of your retirement contributions. If you do so, however, and are reemployed by the Federal government, you will not be eligible to receive benefits based on service covered by

the refund. There is no provision in the law for the redeposit of YRP contributions that have been refunded.

Health Insurance

Should you leave the Federal Government, you may continue group coverage for up to 18 months under the rules for Temporary Continuation of Coverage (TCC), or you may choose to convert to your plan's nongroup contract. If you elect TCC, you must pay the employee and government shares of the premium, plus a 2% administrative fee. If you elect to convert to an individual plan, the plan will notify you of the premiums and benefits coverages. If you need more information, contact the appropriate office or individual, as designated by your employing organization.

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Example Of Your Personal Benefits Statement (FDIC Permanent Employees Only)

If You Leave The Federal Government Before You Retire (continued)

Life Insurance

If you are enrolled in life insurance when you leave the Federal Government, you and your covered dependents have the option of obtaining a direct-pay life insurance policy without a physical examination. Contact the appropriate office or individual, as designated by your employing organization if you need more information.

Thrift Savings Plan

If your TSP account has less than \$200, the Federal Retirement Thrift Investment Board will automatically send you the balance of your account in a lump sum payment. Additional withdrawal options include receiving a partial payment, monthly payment, mixed withdrawal or rolling the balance over to an Individual Retirement Account. Visit the TSP website at www.tsp.gov for more information.

Annual Leave

Should you separate from the Federal Government for any reason, you would be paid any accumulated annual leave, subject to offset for any debts you may owe the United States. Based on your annual leave balance as of last pay period of the prior year which was 113 hours, your annual leave would be worth 112.

Sick Leave

Should you separate from the Federal Government, you will not be paid for your accumulated sick leave. However, if you are reemployed in the Federal Government on or after December 2, 1994, your sick leave balance will be recredited to your leave account.

Long Term Care

The Federal Long Term Care Insurance Program (FLTCIP) is available to eligible employees, spouses, or other eligible dependents. For more information on eligibility, visit www.opm.gov/insure/ltc/faq/eligibility.htm. If you have questions

about your coverage, or want to inquire about or enroll in Long Term Care coverage, call LTC Partners toll free at: 1-800-LTC-FEDS (582-3337) or TDD, 1-800-843-3557, or visit www.opm.gov/insure/ltc/index.htm.

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90-Day Notification For Recertification Of Retention Allowance

Report Number: AECO37U9

Sequence Of Data: Employee name

Brief Description: Provides a list of employees approaching expiration of retention allowance. It is prepared 90 days in advance of the expiration date. This report contains sensitive data; use is restricted.

Other Sources For This Report:: RFQS, 90-Day Notification for Recertification of Retention Allowance

Production Frequency: Pay period

Available Media: Hard copy, electronic transmission

Primary Sequence: Department, agency, POI

Available Distribution Levels: POI

| | | | | | | | | | |
|---|----------------|----|------|---------------------|-------|-----------|-------------|-----------|-----------|
| PREPARED XX/XX/XX AECO37U9 90-DAY NOTIFICATION FOR RECERTIFICATION OF RETENTION ALLOWANCE - PROJECTED AS OF XX/XX/XX PAGE 1 | | | | | | | | | |
| TR 93 INTERNAL REVENUE SERVICE | | | | PERS. OFF. ID. 2672 | | | ANDOVER, MA | | |
| EMPLOYEE NAME | ORG. STRUCTURE | | | PAY | GRADE | BASE | ALLOWANCE | ALLOWANCE | ALLOWANCE |
| SOC SEC NO | 2 | 3 | 4 | PLAN | /STEP | SALARY | EFF DATE | PERCENT | AMOUNT |
| SMITH, JANE | 74 | 30 | 0000 | GS | 03/02 | 18,499.00 | XXXXXX | 20 | 4,000.00 |
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| EMPLOYEES LISTED ARE CURRENTLY RECEIVING A RETENTION ALLOWANCE. AS REQUIRED, EACH ORIGINAL DETERMINATION MUST BE REVIEWED ANNUALLY FOR RECONSIDERATION. | | | | | | | | | |
| REFER TO INTERNAL RETENTION ALLOWANCE PLAN FOR ADDITIONAL GUIDANCE AND PROCESSING PROCEDURES. | | | | | | | | | |

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